

Wilton - Lyndeborough Cooperative School District
Safety – Joint Loss Management Committee

MINUTES

Tuesday, October 19, 2017 at 3:00 p.m.
Lyndeborough Central School

Present: Tim O’Connell, Laura Swim-Gifford, Buddy Erb, and Lise Tucker

Absent: Mark Legere, Brian Bagley, Diana Zoltko, and Kathy Lefebber

Meeting was called to order at 3:15 p.m.

Review of Purpose – Prevention of Slip and Falls

Lise passed out the insurance recommended ‘Committee Guidelines’. She highlighted some points. We are to come together and “promote workplace safety”. We should be meeting quarterly and are the “advocates for the promotion of safety values, procedures, policies and programs at all levels”. Minutes should be kept of all meetings. Management is to “accept responsibility of recognizing and commending safe and healthy behavior”. She mentioned that the district website now includes a section on “Safety in the District”. A web page called the “Statement of Safety” reiterates this particular point. As representatives of the committee, Lise stated that we are to act on any unsafe condition. It was also suggested that an email be sent to all employees to invite them to become part of this committee.

Lise also passed out the “Preventing Slips Trips and Falls Notice”. Buddy said he would have the notices laminated and have them posted on each exit door throughout the district.

Review log/chart of claims submitted

Lise passed out three reports that were generated by the insurance online system. One was a detail report by date and type of injury and how long it took to report the injury. Lise noted that some injury reports are not being completed within three days of the incident as required by our insurance carrier. The second report was a chart of ‘Leading Loss Causes’. This report showed that the injuries are either caused by Student Interaction or Slip and Falls. The third report was a chart of ‘Claim Trending Detail’. This showed that half the claims were from student interactions that happened in September.

Review of previous playground recommendation

Lise handed out the May 2016 letter from the insurance carrier which included the following safety concerns for LCS; 1) entrapment issue with sides of metal slide, 2) routine inspections on playground, and 3) age appropriate signage.

Facilities are working on the entrapment concern. The logistics are being worked out. Albert has done inspections on the playground. Lise will get copies for the files. Signs have been purchased for the playground. We are missing one that needs to be posted for the area that is not enclosed with a fence;

a sign that states something to the effect, “use at your own risk”. There is a possibility of mounting the sign onto the slide itself.

Tim would also like some signs for the Florence Rideout Elementary School playground. He would like “Do Not Use from Dusk to Dawn - Not for Use during School Hours”. Buddy said he would work on that.

Review of Policy EB and Sample

Lise handed out the current policy EB – Safety Program. She asked the committee to review and make any recommendations for changes as this policy has not been updated since its inception in 2010. Lise reiterated that the insurance carrier sample will be used as a web page entitled “Statement of Safety”.

Final adoption of District Safety Plan and Employee Acknowledgement

Lise handed out the draft of the plan. Tim and Laura discussed section 7 and their concerns from a building perspective. They want to make sure that student injuries are addressed based on significance in reporting as an insurance claim. Section 9 was discussed as the Emergency Operations/Response Plan is under review with the NH DOE. This section is for Medical Emergencies. Changes were suggested for Posters vs Flip Charts. Laura will check with other building nurses for Poster compliance. It is suggested that Posters be laminated and put in all functional areas. Tim mentioned that Flip Charts are included in emergency backpacks and teacher handbooks. A motion was made by Tim and seconded by Buddy to accept the plan as amended. All Ayes. The committee has adopted the plan.

Buddy also mentioned concerns about alcohol and tobacco use on school property, especially at WLC. The consensus was to get a sign that refers to the RSA on “No Use of Tobacco Allowed on School Property”.

Lyndeborough Central School Walk-Through

Lise handed out the school floor plan and the ‘JLMC Health and Safety Inspection Form’ to document any concerns. The Committee commented that the common areas are looking good. Some minor attention needed with heating element strapping and clutter in the classrooms. Buddy mentioned that storage is at a minimum.

Adjournment

A motion was made by Tim to adjourn the meeting. It was seconded by Laura. The meeting was adjourned at 5:15 p.m.

Respectfully Submitted,

Lise Tucker