

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

MINUTES

Tuesday, January 22, 2018 at 3:00 p.m.
Walkthrough January 30, 2018
Florence Rideout Elementary School

Present: Tim O'Connell, Laura Swim-Gifford, Kathy Lefebber, Buddy Erb, and Lise Tucker
Absent: Mark Legere, Brian Bagley, and Diana Zoltko

Meeting was called to order at 3:00 p.m.

All documents were sent via email on January 22nd for review.

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. The second report was a chart of 'Leading Loss Causes'. The third report was a chart of 'Claim Trending Detail'. There is no change from the last quarter reported.

Revision of Policy EB and EBBB to present to Policy Committee

Lise handed out both policies: EB – Safety Program and EBBB – Accident Reports. No recommendations have been made by the committee at this time. Lise stated that language should be changed to reflect the district safety plan and employee acknowledgement.

Distribution of District Safety Plan and Employee Acknowledgement

Lise handed out the final adopted plan. She wanted the committee to know some changes were made per the request of the Superintendent. Bryan had also requested that the collective bargaining associations take a look at the plan before it goes out. Lise sent out an email to the representatives accordingly with a deadline to get back with any questions or concerns. None were brought to her attention.

Lise sent an email to all administration to distribute the plan accordingly.

Overview of Hazard Material Identification Systems (HMIS)

Lise handed out a copy of a memo that was sent to administration in regards to a follow up on HMIS. Buddy and Lise met with the insurance carrier to ensure the district was compliant in this area. The memo included samples of chemical labeling and safety data sheets per OSHA. Lise stated that our insurance carrier said that we are not required to be OSHA compliant as a school, but our corporate vendors are. It is to our best interest to work with our vendors to ensure that they are compliant.

Buddy is working on the follow up details from our insurance carrier. This includes having safety data sheet binders at all locations. Buddy said we do have safety data sheet binders at each of the schools. They are located in the main offices and the kitchen. He will work on adding the others to applicable classrooms as well.

Florence Rideout Elementary 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 window coverings made of paper and clutter in the classrooms. Kathy mentioned that some classrooms are not meeting the 18" clearance from the ceiling requirement. Laura concurred.

Some discussed was had on plants being in the classrooms. Lise and Buddy remembered that the NH DOE said no plants in the classrooms. Lise will look into documentation to clarify.

Adjournment

A motion was made by Tim to adjourn the meeting. It was seconded by Laura. The meeting was adjourned at 4:15 p.m.

Respectfully Submitted,

Lise Tucker