

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

**MINUTES**

Thursday, October 18, 2018 at 3:00 p.m.  
Lyndeborough Central School

**Present:** Tim O'Connell, Kim Sheridan, Kathy Lefebber, Buddy Erb, and Lise Tucker

**Absent:** Mark Legere, Brian Bagley and Laura Swim-Gifford

**Meeting was called to order at 3:06 p.m.**

**Review Minutes from previous meeting.**

The minutes of April 19, 2018 were reviewed. A motion was made to accept the minutes by Kathy. It was seconded by Tim. Voting: 4 Ayes, 1 abstention. Motion carried.

**Review of Purpose – Primex Prevention of Slip and Falls**

Lise handed out the Committee guidelines as outlined by our insurance company. She reminded everyone about the safety plan being on the website and to use the forms that are there as exhibits; Employer's First Report and Student Injury Report.

Nurses Kim Sheridan and Kathy Lefebber brought up their concerns regarding after care when injuries occur. They are promoting outside care and referrals whenever possible.

Kathy asked what the reporting retention requirements were. Lise stated that our records retention schedule is included in our district policy.

Lise handed out the poster supplied by our insurance company on 'Preventing Slips Trips & Falls'. Buddy stated that this poster has been duplicated, laminated and put at each exit door in each of the school buildings. This is a reminder to everyone to watch where you are going and adhere to signs of caution.

**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 were four staff claims since the last time we met in April 2018.

As requested by the committee, Lise created a spreadsheet report of student injuries starting this school year. There were five student claims reported.

## **Review of Primex Playground Bulletin**

Lise passed out a 'Playground Safety' bulletin supplied by our insurance company. Tim gave the history behind the LCS slide. Primex has recommended that this slide be disposed of as it does not meet safety recommendations. Lise stated that this issue was presented to a couple of board members that lived in town and they said that the slide is to stay as it is a community investment. Tim suggested that the Facilities Subcommittee look into this further.

## **Review of Policy – EB, EBBB and JLI**

Lise handed out a copy of the current policy EB – Safety Program. She then handed out a draft revision copy of the policy for the committee to review. The recommendation is to include reference of the district safety plan and adherence to it. Lise said this would be the proactive approach to safety.

A motion was made by Tim to send Policy EB to the Superintendent for review.  
Voting: All Ayes. Motion carried.

Lise handed out a copy of the current policy EBBB – Accident Reports. She then handed out a draft revision copy of the policy for the committee to review. Again, the recommendation is to include reference of the district safety plan and adherence to it. Respective forms are included as exhibits in the district safety plan.

A motion was made by Tim to send Policy EBBB to the Superintendent for review.  
Voting: All Ayes. Motion carried.

Lise handed out a copy of the current Policy JLI – Safety Program. She stated that this is a duplicate of policy EB. She suggested that this policy be changed to reflect the Security Safety program. This policy should reflect adherence to the Emergency Operations Plan (EOP) and the National Incident Command System (NICS). Lise said this would be the reactive approach to safety. Tim suggested changing the policy title to Emergency Preparedness Program.

Tim said that this policy should be brought to the EOP Committee. They are scheduled to meet annually to review each schools EOP before submitting it to the state. Each school submits their plan after it is approved by the SAU and reviewed by local state officials.

## **New Items - Discussion**

Tim brought up some concerns regarding FRES. 1) Fencing along the park that is town property. Parts are damaged. He suggests we put some kind of netting to protect our students in case of collision. 2) Playground use after school hours. There has been some vandalism and he would like some signage put up that reflects hours of operation.

Lise said that this should be addressed at our next meeting as we will be doing a walkthrough of the facility.

### **Lyndeborough Central 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. The walk through included the classrooms, bathrooms, nurses office and the multipurpose room.

The following notes were taken:

Multipurpose Room – need bumpers along counter for gym class

Nurses Office – clutter; suggest Facilities Subcommittee review space

Room 132 – secure heating element

Buddy reiterated the rule of items near the ceiling. There must be an 18" clearance for air flow.

Tim suggested we get a PA system for the school for those times students are both inside and out.

### **Adjournment**

A motion was made by Buddy to adjourn the meeting. It was seconded by Lise.

The meeting was adjourned at 4:45 p.m.

Respectfully Submitted,

Lise Tucker