

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

**MINUTES**

Thursday, April 19, 2018 at 3:00 p.m.  
Wilton-Lyndeborough Cooperative Middle/High School

**Present:** Brian Bagley, Laura Swim-Gifford, Kathy Lefebber, Buddy Erb, and Lise Tucker

**Absent:** Mark Legere, Tim O'Connell, and Diana Zoltko

**Meeting was called to order at 3:05 p.m.**

**Review Minutes from previous meeting.**

The minutes of January 30, 2018 were reviewed. A motion was made to accept the minutes by Brian. It was seconded by Laura. Voting: All Ayes. Motion carried.

**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.

Discussion was had on whether to include student injury reporting when we meet. Lise said she would work on getting the data and create a report for us to review periodically.

**Status on Policies EB and EBBB revisions**

Lise handed out both policies: EB – Safety Program and EBBB – Accident Reports. She asked for any suggestions on revisions. Her recommendation is to change both policies to include language that will refer to the adopted District Safety Plan. Lise asked the committee members to please look at these policies for further review.

**Status on HMIS (Hazard Material Identification Systems) and SDS (Safety Data Sheet) compliance**

Buddy said he is working with all the schools to ensure the labels and data sheets are current. He is having his staff review the current files as well. Lise handed out a copy of a memo that was sent to administration in regards to a follow up on HMIS for reference.

Buddy and Brian are working on updating the WLC information as there has been some staff turnover. Buddy also mentioned that he has added the data sheets to the applicable classrooms as recommended by the insurance carrier.

## **Wilton-Lyndeborough Cooperative Middle/High 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 stained ceiling tiles. Buddy said that the tiles are on order and will be replaced this summer.

Special attention was made to look at the following areas:

Unified Arts – dust filter is functional.

Art – containers are labeled.

Science – eye wash stations are checked and logged each month

Family and Consumer Science – appliances and plants are maintained as required.

## **Adjournment**

A motion was made by Buddy to adjourn the meeting. It was seconded by Laura. The meeting was adjourned at 4:05 p.m.

Respectfully Submitted,

Lise Tucker