

Town of Deerfield

Joint Loss Management Committee

Meeting Minutes December 13, 2012

Location: Emergency Management Room, upstairs at the George B. White Building, 8 Raymond Rd, Deerfield, NH.

Time: Called to order by Kelly Roberts at 9:15 AM

Present:

Name/Title	Department	Management or Staff?
Evelyn DeCota—Director	Library	Management
Alex Cote—Highway Agent	Highway	Management
Michael Greeley—Police Chief	Police	Management
Deb Treantafel	Parks & Rec	Staff
Kelly Roberts	TC/TX	Staff
Denise Greig	Welfare	Management

Minutes from August 30, 2012. Moved to accept as written: Kelly Roberts; 2nd by Mike Greeley.

3rd Quarter Safety Inspection Results:

Highway Dept—outdoor light cited, fixed in interim

Transfer Station—two issues:

1. More outdoor lighting fixtures and better bulbs for existing fixtures. Joe Reed from JCR in Raymond was going to meet with Rick Pelletier for directions on how to proceed.
2. No water—use bottled water for drinking and baby wipes for handwashing. Kelly Roberts brought up the issue of quality of work situation for employees. Deb Treantafel asked about toilet and length of shifts for workers. Porta potty on site; workers wear gloves to protect hands. Portable wash station was suggested.

Possibility of future septic and well has been explored in the past. Issue tabled until the committee has more input from Rick Pelletier.

4th Quarter Safety Inspection Results:

Parks & Recreation—two issues:

1. Uneven sidewalk at entrance—tripping hazard
2. Panic button—communication between opposite ends of the GBW Bldg. and also communication among staff members both on-site situations and during field trips. Walkie-talkies, two-way radios and cell phones were discussed as possible solutions. Denny brought up the Emergency Management Performance Grant (EMPG) as a possibility for funding these items.

Safety Inspection Follow-Up & Follow- Through Procedure:

The Selectmen would like to see more follow through regarding the safety inspections, to help “close the loop” for any identified issues. Following-up and follow-through are just as important as the inspections themselves. Even if an issue cannot be dealt with right away, a reasonable plan should be in place, or a creative workaround established. It is the responsibility of the Department Head to make sure issues are being addressed. Any inquiries made by the BOS or any other person will be re-directed to the Department Head. The JLMC is an advisory committee.

We worked out a **basic process** to follow up on safety inspections:

1. Scan inspection checklist & worksheet and e-mail to committee.
2. Sub-committee conducts Safety Inspection
3. Department Head or authorized person from the department completes the Safety Inspection Resolution Worksheet for any notated issues.
4. Return worksheet same day of the inspection (copies will be provided)
5. Allow time for any notated issues to be resolved and review Safety Inspection Resolution Worksheet at the next regular meeting.
6. If issues are not resolved by that meeting, organize a sub-committee to re-inspect the notated issues.
7. Have sub-committee prepare a brief memo of their findings for the Board of Selectmen (CC the departments and the JLMC)

Move to adopt this Safety Inspection Follow-Through procedure:

Moved by Denise Grieg, 2nd Mark Tibbetts

Meeting & Inspection Schedule 2013: (all Thursdays)

February 21, 2013	1st Quarter Inspection	Denise, Evelyn, and Mark
March 21, 2013	Regular meeting	
April 18, 2013	2 nd Quarter Inspection	Deb, Kelly, Mike
May 23, 2013	Regular meeting	
July 11, 2013	3 rd Quarter Inspection	Alex, Mark, Rick
August 8, 2013	Regular meeting	
October 10, 2013	4 th Quarter Inspection	Deb, Mike, Kelly
November 14, 2013	Regular meeting	

Accident Statistics: **

To be in compliance with the NH RSA 281-A:64, and the corresponding LAB rule 603.03 (f) we are required by law to review *actual* accident and injury data that has occurred. This information will help us identify workplace hazards and areas that need more attention. This information will help the JLMC establish goals and objectives.

It was suggested that these statistics be reviewed at least once a year at the last regular meeting of the year. Moved by Evelyn DeCota, 2nd Denise Grieg

The accident information has been provided to us the JLMC from Jan Foisy the HR and Finance Director.

Suggestions to Jan for future reports:

Date only needs to be month and year. Please add location info to help determine if there is a pattern/frequency of accidents in one place. This will help pinpoint areas of importance.

*** * Before we begin reviewing the data and having a discussion, we have to establish a privacy boundary to keep this portion of our meeting legal. Please refrain from using people's names, or anything else that could specifically distinguish or describe a particular person. Speak in general terms, refrain from editorial comments or judgments. Members may speak of their own experience if they feel comfortable. If a member uses someone's name in an example or when speaking, they will be promptly asked to leave the meeting.**

Remember: That's why they call them accidents.

Topics which are open for discussion:

1. What are common accidents?
2. Are these accidents preventable? How?
3. Are employees being educated after accidents? How?
4. Are the same types of accidents reoccurring?

Seasonal Safety

The committee will write up short safety memos on appropriate seasonal topics. These monthly/quarterly memos would either be e-mailed to all employees or stapled to all employees' paychecks. These reminders would encourage safety precautions of a seasonal nature: Winter—slipping on ice; Summer—grilling dangers, fireworks etc.

Training

Pursuant to NH RSA 281-A:64 and the corresponding LAB rule 603.04 (b) & c) safety training is required and should be ongoing and needs to be further developed by the JLMC. As a JLMC we need to identify the types of training that need to be provided. Ideas for trainings could come from our own accident data, and through anonymous employee surveys.

We need to form a sub-committee to brainstorm training ideas for 2013? Volunteers needed: _____

Training does not have to cost money. Having roundtable discussions periodically which concentrate on different subject matters would count.

Most of the trainings provided by the LGC and Primex are free to us. There are lots of free online courses on the Primex website. Employees just need to create a username and password. Review Primex & LGC calendars for upcoming trainings.

Safety Policy & Safety Summary Form

The Safety Summary Form has been filed with the NH DOL. The Safety Policy was adopted at the August 27, 2012 BOS meeting. The deadline for the next policy update/adoption will be 1/1/14.

Preparation for the next filings will need to begin in advance, maybe as early as late spring/early summer. The JLMC agreed that department heads will be e-mailed their sections of the safety policy for review in advance of the May 23, 2013 meeting. Please e-mail updates to Kelly Roberts, Chairperson—or bring updates to the May meeting at the latest!

Other Business

The first quarter **safety inspection** will be held on: **Thursday, February 21, 2013**

The next regular **scheduled meeting** will be held on: **Thursday, March 21, 2013.**

Moved to adjourn at 10:40 AM: Denise Grieg ; 2nd Deb Treantafel

Respectfully submitted,
Evelyn DeCota