

**JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES
SEPTEMBER 10, 2013**

Meeting Opened at 1:30pm

Acting Chair Diane Boyce excused; Donna Fitzpatrick facilitating meeting.

Attendance

Robert Hebert (Parks & Rec), Lee Ann Chase (Library), Bruce Kudrick (Sewer), Dennis Desrochers (Fire), Jessica Call (Public Works), Donna Fitzpatrick (Administration), Kevin Flanagan (Property Liability Trust). Acting Chair Diane Boyce excused; Donna Fitzpatrick facilitating meeting.

DOL Safety and Health Inspection

The NH Dept. of Labor (DOL) conducted a safety and health inspection of Town buildings on 8/20/13 & 8/22/13.

DOL Spreadsheet COMMENTS

Donna provided an overview and facilitated discussion of the spreadsheet based on notations Matt Lavoie, Building Inspector/CEO made during the DOL inspection. Spreadsheet in left column alpha order by subject and top columns in order by when the 3 DOL inspectors visited each site (Inspectors Roy, Schofield and Compton). Identified trends in non-compliance. Although not all Town buildings were inspected the trends indicate the other buildings most likely have the same non-compliance issues.

DOL REPORT

9/3/13 the DOL inspectors submitted and review their finding in a report format with Donna Fitzpatrick (Administration), Leo Lessard (Public Works), and Scott Alessi (Building Maintenance Crew Chief). The report was sent to Dept. Heads via e-mail with a request for each department cited to notify Donna in writing by Sept. 30th on action(s) being taken to resolve the issue(s). Donna in turn with create one Town of Hooksett report as to when and how each violation has been abated. Note: extensions to resolve the violation(s) may be requested on an a case-by-case basis only and must be included in the report from Donna.

Town of Hooksett Safety Manual

Donna stated the JLMC prepared the initial Town of Hooksett Municipal Safety Program manual with the Town Council adoption back on 5/4/1995 with a brief amendment 1/26/11. The recent draft version created by Jodi Pinard (previous JLMC Chair) was based on a template provided by the Property Liability Trust with Jodi add the Town of Hooksett name to sections. The DOL stated we should not have sections that do not pertain to Hooksett (i.e. radiation) and that there are sections missing from their inspection that will need to be added.

Donna went through the table of contents (see attached) and the JLMC identified those subjects that should be deleted as they do not apply to our Town or added

deletions

- Lab 1403.13 Concrete Forms
- Lab 1403.16 Disposal Chutes
- Lab 1403.29 Joints
- Lab 1403.44 Radiation
- Lab 1403.48 Revolving Drums
- Lab 1403.50 Safety Nets

Additions

- **WORKERS' RIGHT-TO-KNOW** - RSA 277-A (violation #5) = A program must be developed and material safety data sheets (MSDA) must be maintained . All transfer containers must be properly labeled by identifying its content.

- **CHAINS, CABLES, ROPES, AND HOOKS** – Lab 1403.09 (violation #17) = A procedure must be in place to inspect chains, cables, etc.
- **CONFINED SPACE ENTRY** – Lab 1403.14 (violation #22) = A confined space program must be addressed in the safety and health manual.
- **EXCAVATING AND TRENCHING** - Lab 1403.19 (violation #27) = Rule must be addressed in the safety and health program (d) “The walls and faces of trenches 5 ft. or more deep, and all excavations, in which employees are exposed to danger from moving ground or cave-in shall be guarded by a trench protective system, or sloping of the ground.”
- **FLAG-PERSON** – Lab 1403.21 (violation #29) = A flagging rule must be addressed in the safety and health program.
- **PERSONAL PROTECTIVE EQUIPMENT** - Lab 1403.40 (violation #48) = The personal protective equipment must be addressed in the safety and health program.
- **RESPIRATORY PROTECTION** – Lab 1403.47 (violation #55) = A respirator program must be addressed in the safety and health manual.
- **TOXIC SUBSTANCES** – Lab 1403.57 (violation #65) = A toxic substances program must be addressed in the safety and health program.

NOTE: TO COMPLY WITH THE DEADLINE SET BY THE DOL FOR THE ABATEMENT REPORT:

- **UPDATED VERSION OF THE TOWN OF HOOKSETT SAFETY MANUAL WITH EDITS AS NOTED ABOVE, PREPARED BY THE JLMC LED BY ACTING CHAIR DIANE BOYCE, MUST BE COMPLETED AND SUBMITTED TO THE MANAGEMENT TEAM VIA E-MAIL NO LATER THAN FRIDAY SEPTEMBER 27TH .**
- **THE MANAGEMENT TEAM WILL NEED TO REVIEW AND BRING EDITS (IF NEEDED) TO THEIR MEETING OF TUESDAY, OCTOBER 1ST @ 9:00AM**
- **A SPECIAL MEETING OF THE JLMC IS SCHEDULED FOR OCTOBER 1ST @ 1:30PM IN CHAMBERS @ TOWN HALL TO REVIEW THE MANAGEMENT TEAM EDITS. THE JLMC CHAIR WILL NEED TO HAVE THE MANUAL IN FINAL FORMAT BY NOON OCTOBER 2ND TO INCLUDE IN THE TOWN COUNCIL PACKETS (between Oct 1st and Oct 8th – Acting Chair to track down signatures of the JLMC as sign-off on the manual)**
- **TOWN COUNCIL AGENDA OF 10/9/13 WILL INCLUDE COUNCIL ADOPTION OF THE TOWN OF HOOKSETT SAFETY MANUAL**

Training of Staff

Donna and Jessica will meet with Kevin Flanagan immediately following this meeting to discuss trainings noted in the DOL report that staff must complete.

JLMC Schedule

JLMC had question on why no meeting scheduled for November 2013. Donna stated she will ask Acting Chair Diane Boyce.

Meeting Closed at 3:00pm