

**Town of Moultonborough
Joint Loss Management Committee
November 1, 2011**

Call to Order: 10:05

Members Present: Bengtson Kinmond King
Fulton Daigneau Filpula

Minutes of previous meeting: Accepted Amended
Motion by Daigneau Seconded by Filpula

Correction/Clarifications: None

Appointment of vacancy: Motion made by S. Kinmond to appoint Scott Greenwood to the Committee to represent management, the motion was seconded by J. King and passed unanimously. Bengtson will send a memo to the Select Board.

Review of workplace incidents & injury data:

Fire Dept. finger injury requiring surgery and on-going physical therapy. Employee remains unable to return to full duty status without restrictions. Discussion on "Light Duty" classification, more information needed from Town and Worker Compensation carrier as to what the guideline would need to be.

Waste Management Facility Arm injury, modified work assignment and partial day of lost time. Employee has returned to work without restrictions.

Recommendations:

Fire Chief will review injury report and make necessary modifications to the job task to prevent similar types of injuries.

Waste Management has implemented engineering controls prevent employee's from being placed into conditions that would allow for this type of injury to occur again.

Designation of workplace site safety person

Bengtson will send out a form to all Departments' requesting the designation of a workplace site safety person. This person shall be knowledgeable of all site specific safety requirements and their implementation and adherence.

Health & Safety Inspections:

Safety Audit & Inspections Bengtson will check the filing status with the Administration.

Communication of hazards and control measures:

The October 29th storm highlighted the need for vigilance on walkway for ice. B&G personnel have deployed ice melt and will monitor conditions. Employee's should be aware of conditions and can apply ice melt when needed.

Discussion on potential ice and snow falling from new pole barn at the Waste Management Facility, this area will be restricted to employees only. Greenwood and Filpula will work on safety procedures regarding ice/snow fall from roof for WMF employees.

Safety Training for Employees:

A discussion on applicable safety training classes being offered at the LGC Conference being held in Manchester on November 16-17 was held. Daigneau is already registered for "Health & Safety for 2012 and beyond"; Kinmond will be attending "Stream Crossing Rules and the Driveway Permit Process". Two classes being looked at were Develop and Deploy a Security Policy and Medical Physicals: Is Your Staff Fit for Duty.

CPR/AED Training Scott Greenwood has two employees whom need CPR/AED training and the rest of the WMF personnel will need re-certification in 2012. Scott Kinmond will check to see if his personnel need re-certification training and if any others want to become certified.

The Committee discussed Fall training, December 6th is available at the PSB, and Chief Bengtson will send a memo to the Select Board seeking authorization for the Committee to conduct safety training from 12-4pm on December 6th. Various committee members will speak on winter fire and heating safety, the CodeRed cancellation phone tree, winter slip and fall hazards, snow shoveling and snow removal safety,

Other Business and tasks:

One of the two AED's has been received and will be placed at the Highway Department, it will be placed with the First Aid kit and Daigneau will conduct the required inspections.

Adjourned at: 11:25