

**TOWN OF NEW DURHAM**  
**JOINT LOSS MANAGEMENT COMMITTEE MEETING**  
**MAY 22, 2013**

**COMMITTEE MEMBERS PRESENT:** Leon Smith, Kellie Chase, Reginald Meattey, Jeremy Bourgeois, Mike Varney, Peter Varney, Vickie Blackden and Carole Ingham.

**OTHER PRESENT:** David Witham, PRIMEX and Jeffrey Kratovil, Selectman.  
Leon Smith convened meeting at 2:00 PM.

**PRIMEX TRAINING WITH DAVID WITHAM:** In 1994 there were a lot of changes made to NH Worker Compensation Law and public employees were then included. Employees should have safe and healthy work place, must have a JLMC if 15 or more employee, and a written safety program which includes a blood borne pathogens policy. Primex has a number of sample policies for the committee to consider. The JLMC should (1) identify and correct hazards, (2) review accident investigations reports to prevent reoccurrence (no names and the meeting are open to the public), and (3) review the work place loss data every six or twelve months. It was recommended that the Joint Loss Management Committee reviews property and liability claims in addition to workers compensation claims.

Witham noted that the NH Department of Labor is going around the state doing reviews of municipal government's compliance with the Joint Loss Management requirements. The inspection would likely be checking for a town's Safety Program, minutes of the committee, and a review of the Town's facilities.

Witham reminded the committee that no one should be driving themselves to emergency care facility. Someone else should be doing the driving. Employees are covered by workers compensation when on the clock and doing town work even if in your own vehicle.

Primex has parade guidelines that will be emailed to Recreation Department.

Witham shared an example of general building checklist and a copy of the Department of Labor's Administration Rules for Safety and Health Chapter LAB 1400.

**WORKERS COMPENSATION CLAIMS:** April 15, 2013 a firefighter was struck in the face at fire department training with the B.E.A.S.T. (a new style fire hose nozzle) when standing behind another firefighter. Selectman Kratovil shared his personal investigation finding report with the Committee and then left the meeting. **The Committee voted to read his report later and to resume the meeting on June 6, 2013 to discuss Kratovil's report and review all the other information reported (The motion was made by Leon Smith, seconded by**

**Kellie Chase and voted all in favor. Chief Varney recused himself).** The Committee discussed the incident with Fire Chief Varney.

**PROPERTY & LIABILITY CLAIMS:** No claims

**TRAINING OPPORTUNITIES:** No classes arranged at this time.

**OLD BUSINESS: CLIPBOARDS - The Committee voted to ask Town Administrator Bourgeois to purchase and distribute to each of the town's facilities a clipboards to hold Accident/Incident Report forms and Employer's First Report of Injury 8WC forms. The motion was made by Leon Smith, seconded by Kellie Chase and voted all in favor.**

**NEXT MEETING:** Thursday, August 22, 2013 at 2:00 PM at the library.

Thursday, December 19, 2013 at 2:00 PM at the library.

**ADJOURN:** The meeting adjourned at 3:15 PM.

Sincerely,

Carole Ingham  
Town Clerk/Tax Collector