

**DRAFT**

**Town of Sandown, NH  
Joint Loss Management Committee**

**Meeting Date: Wednesday, November 30, 2011**

**Type of Meeting: Regularly Scheduled**

**Method of Notification:** Public Posting ~ Town Hall, Post Office and website

**Meeting Location:** Sandown Town Hall

**Present:** Chairman Chief Gordon, Michelle Short, Ronald DuLong, Vice Chairman Paula Gulla.

**Absent:** Barbara Lachance, Selectwoman Liaison Brenda Copp, Shaun Brooks

**Review of Minutes of May 18, 2011**

MOTION by Ron DuLong to accept the minutes as written; 2<sup>nd</sup> Michelle Short;

MOTION PASSED with ayes from Ms Short, Ms. Gulla, Mr. DuLong and an abstention by Chief Gordon.

**New Business**

**LGC Webinar report – Strategies to Prevent Slips, Trips and Falls**

Mr. DuLong gave the group the high-lights of the webinar presented by Kevin Flanagan and Tim Parson from LGC. The most prominent causes of slips, trips and falls are due to housekeeping issues, lack of adequate visibility, inattention to obstacles, hurrying, and spills that may be sticky or slippery. Other factors that are less prominent but contribute to dangerous conditions include clutter, open drawers, slick flooring, lack of handrails, improper use of a ladder and improper footwear. Mr. DuLong pointed out the do's and don'ts of safety measures and noted that we are coming into the winter season and we have several handicap ramps which are often icy and are a major slip factor in the winter. Ramps, walkways and stairs should be kept clear of ice, snow and debris, colorful and bright signage should be used to designate a wet floor and employees should be instructed in the proper use of ladders. Suggestions to follow were offered should an employee or customer be injured and key points were summarized.

Committee members suggested that the power point presentation should be forwarded to department heads and they should review the safety factors in their workplace and discuss any safety measures with their staff. All government buildings should be reviewed for the basic safety measures and any potential hazards should be addressed.

Ms. Short brought up a safety concern regarding the Town Hall entrance facing the Fire Station. She expressed concern that both disabled and elderly residents park in the handicap parking space and then use the entrance with the stairway. This entrance is not equipped with a handicap push button, has heavy glass doors to open causing the person to step back to open the doors and all these factors have resulted in several residents falling on the stairs. Mr. DuLong stated possibly an adjustment could be made to the control mechanism which would make it easier to open and he will investigate that as an option. After further discussion the committee felt it may be beneficial to relocate the handicap parking space to the Main Street entrance which is already equipped with a handicap push button and has street level access. Additional signage could be

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50 added to direct residents to the Town Offices and to the lower and upper halls. Relocating the  
51 handicap parking space would require moving the post and sign, painting a new template and  
52 adding signage. The Fire Department has the paint and the templates to complete this project.  
53 The committee agreed to draft a letter to request permission from the Selectmen to complete this  
54 project.

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56 The committee also discussed adding 'watch your step' signs in several areas of the town hall  
57 where there is a step up, step down or an unlevel threshold.

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59 **Old Business**

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61 **Update on Self-inspection check lists**

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63 **Town Hall**

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65 Mr. DuLong reported on the Town Hall self inspection checklist and noted that there were issues  
66 with the emergency lights and batteries but all issues have been corrected. Exit signs are  
67 currently all working properly after some battery changes. Material Safety Data Sheets are  
68 currently up-to-date and Ron is currently working with the Department Heads to update all the  
69 MSDS in the other government buildings. A suggestion was made to create a database of the  
70 commonly used materials so it would be easier to update the MSDS for each building and Mr.  
71 DuLong stated he is working towards using the same brand name of materials for each building.

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73 Ms. Gulla stated there will be AED and Fire Extinguisher training for town employees on  
74 Wednesday, December 14, 2011.

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76 **Recreation Building**

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78 Mr. DuLong stated the fire extinguishers at the Recreation building are all compliant and the  
79 signs are on order. Summer employees will be trained on the AED instructions when  
80 appropriate.

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82 **Police Department**

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84 Chief Gordon stated the need for an eyewash station could be of benefit if and when an officer  
85 comes in contact with pepper spray. However, after further discussion it was noted that a bottle  
86 of saline with an eye cup may be sufficient and Chief Gordon will investigate this option further.

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88 Hash marks at the Police Station could be addressed and added at the same time the handicap  
89 parking space is relocated. The Chief may want some additional parking spaces outlined in the  
90 rear of the station for the police cruisers.

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92 Due to time factors and committee members' scheduled the remainder of the agenda was tabled  
93 until the next meeting.

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95 **Next Meeting Date**

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97 The Joint Loss Management Committee will meet on Wednesday, December 21, 2011 at 10:30  
98 am.

November 30, 2011 Joint Loss Management Committee

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100 MOTION by Paula Gulla to adjourn the meeting; 2<sup>nd</sup> by Ron DuLong  
101 Motion passed unanimously.

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104 The meeting adjourned at 11/12 am.

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107 Respectfully submitted,

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111 Paula M. Gulla

112 Recording Secretary

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