

DRAFT

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

Meeting Date: Wednesday, November 28, 2012

Type of Meeting: Regularly Scheduled

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

Meeting Location: Sandown Town Hall

Present: Chairman Joseph Gordon, Michelle Short, Ronald DuLong, Paula Gulla.

Absent: Selectwoman Liaison Brenda Copp

Chair, Joe Gordon opened the meeting at 9:10 am

Approval of Minutes

Motion by Michelle Short to approve the 10/24/12 minutes as written

Second by Ron Dulong

MOTION PASSED UNANIMOUSLY

New Business

Review and Discussion of LGC article on JLMC

The committee reviewed an article featured in the LGC Town and City called “Your Joint Loss Management Committee: Active or Absent?” The article addressed the creation of a JLMC and offered agenda items for each of the 4 required quarterly meetings. For the most part, this committee is meeting all requirements.

The article suggested reviewing the workplace accident and injury data, so the committee will request this information for the past 2 years from Lynne Blaisdell, Office Manager.

The article also pointed out the need for employee training and the JLMC will review and discuss this again at a future meeting.

Review and Discussion of the Department of Labor LAB 600 Rules on Safety programs and Joint Loss Management Committees.

The committee reviewed the Lab 600 rules and noted that we are again in compliance in most areas. Employee and committee member training should be reviewed. Suggestion was made that each department head provide a specific training for their department. Also, LGC provides free training and webinars that are a great source of training materials for everyone.

The Department of Labor was in the office on Monday and Tuesday of this week conducting a compliance audit. JLMC materials were reviewed as part of this audit. A formal report will be forthcoming and when available, will be discussed by committee members for anything relating to the current JLMC.

49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79

Review of Revised Self-Inspection Checklist and Deficiency Listing

Committee members again discussed how to make completing the self-inspection checklist a less daunting task for department heads. The committee will devise a single sheet form that lists current deficiencies, the date they have been corrected, explanation of why not corrected if applicable and space to cite any new deficiencies. This form will encompass a 5 year span and will replace the need for a department head to complete the entire self-inspection checklist on a yearly basis. Since deficiencies are still outstanding from 2010 for some departments, this form will begin with 2010 and span until 2015. At that time, a new self-inspection checklist will need to be completed by each department. This form will be reviewed at the next JLMC meeting.

Old Business

Testing of Panic Buttons – Results

The panic buttons were tested and most of the government building tests were successful. One building is having slight issues and that will be dealt with by the Police Chief.

The final meeting of the JLMC for 2012 is scheduled for December 19, 2012 at 9:00 am.

Meeting adjourned at 9:45am

Respectfully submitted,

Paula M. Gulla
Recording Secretary