

DRAFT

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

Meeting Date: Wednesday, September 18, 2013

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: Selectman Liaison Brenda Copp

Guest: David Witham, Primex

Members of the Joint Loss Management Committee met with David Witham from Primex for a training session from 9:00 am to 10:45 am.

Mr. Witham from Primex met with the committee members and went over a power point presentation on the role of the JLMC, hazard identification, workplace safety inspections, accident investigations, review of workplace loss data, written safety program and basic suggestions and ideas for pitfalls and solutions.

The overall consensus is that Sandown is meeting the necessary requirements and doing fine. Mr. Witham suggested that we include someone from Fire and/or Highway to our committee. He agreed that the committee should review and revise the current safety policy and bring it up to the current standards. Mr. Witham answered questions from the committee, offered his on-going support and will forward some additional materials to the committee.

Respectfully submitted,

Paula M. Gulla

Recording Secretary