

Joint Loss Management Committee

Meeting Minutes for 12/8/2014 held at SHS

In attendance: Carrie James, Anne Pappas, Monica Panait, Porter Dodge, Rob Scully, Gerry St. Amand, Danielle Collins, John Young, Jim Miner, Sue Sarraf, Denise Raymond, and Deanna Cordts.

1. Safety Program--Anne Pappas Reviewed the safety program for SAU 39 that she has been working on. She passes out a sheet with the details including all of the components of the program.

The SAU is making an effort to working to address safety issues within the district. We are making the promise to comply with all safety laws. Employees input will be sought. "Are they comfortable with what they are being asked to do?"

All employees will receive copies of the accepted safety program and will need to acknowledge the receipt of and understanding of it. Ann talked about needing some type of computer/written documentation of this acknowledgement.

It will be presented to the SAU Board in January 2015 for review and approval.

2. Worker's Compensation Reporting—Anne said that the district has been doing a great job with this, and reports that incidents are fairly low district wide. Consensus is that the new forms that were develop are working out well and reports are being filed in a timely fashion.

Monika Panait from Primex presented an update (handed out report) about the W.C. summary for Oct through the beginning of Dec. She is pleased that the district has used the BOAC (Bedford Occupational Acute Care facility) to have a few injuries evaluated. These facilities process paper work quicker and employees have been happy with this service.

3. Incident Review Process – Monika states that Primex needs further information for this process. We should have some kind of form that has information about corrective action taken. Anne will look into adding this to the bottom of the "First Injury Report Form" in place of the SAU section.

4. Benchmark?--Carrie James had asked about the need for Benchmarking and Monika said that there is no need for this right now, for now we should stick to compliance issues. The reasons for injury report form submission has been 1) slips, trips, and falls, and 2) student interaction

5. 14-15 Facility Audits Update—We should all being completing our assigned building inspections this month in order to allow for time to compile the data into a report and power point presentation to be ready for review at the February 9 JLMC meeting. Carrie had sent an email that included the building checklist to be completed and the template for the power point presentation.

6. Deanna Cordts reviewed work for her MPH program that includes infectious disease issues in the school environment, including cleaning issues, understanding job responsibilities related to this and how there is a lack of consistent policies for all staff regarding these issues. After some discussion within our group, it was decided that all of these concerns are valid and require districtwide action. Danielle Collins and Deanna will co-chair a committee to work on surveillance, policy and procedure development and ways for follow-through with these ongoing concerns. From this committee recommendation will be presented to the SAU board for approval.

Next meeting is planned for February 9, 2015 at AMS. Facility audit presentations will be the agenda for the meeting,

Respectfully submitted,

Deanna Cordts