

**SAU 39 Joint Loss Management Committee Meeting**  
**Minutes**  
**Wednesday, January 15, 2014**  
**SAU Office**  
**3 pm – 4 pm**

JLMC members present: John Young, Sue Sarraf, Deanna Cordts, Carrie James, Jim Miner, Millie Thibeault, Kim Deppen, Porter Dodge, Gerry St. Amand and Anne Pappas

**Facility audit**

Incident reports: Ann Pappas...nothing at SAU, Mont Vernon, SHS. One serious fall at Amherst...ice and falls ...major walkways problems and parking lot. Carrie met with Monica from Primex suggests we use ice alert ...warnings put at entrances to property...price is not too bad...major costs are larger units that turn blue when temps get low enough Overall costs can be higher over time...

Put on an action item list

Question: Can Primex help us?

Is there a savings if we do?

**Action Items**

Student injury report ...revised... nurses have been submitting them as required. Universal Health precautions report...Carrie J and Port reported out:

- Staff have all been given a sign off...Peter Warburton is involved...a few more will be added Send forms to John young...coaches need to be given these before they work. Emergency backpacks and buckets...Kim D says there is a generic list of what we need in them...has been updated to include glucose tabs. Epi pens are also good to have in schools but would not be in the emergency kits. Nancy Panasiti from C/W is working on getting Epi pens for free Recommendation of the JLMC to take them with you on any evacuation along with contact list to be distributed to all schools. Flip charts work very well and are used in some schools with success.
- MSDS binders...Jim Miner and Danielle are working on this...no new report but Jim is concerned that the committee needs to look more closely at what's acceptable /not acceptable in each school. Still need a process and articulated procedures as to who makes the decision as to what is allowed in to come into the schools in SAU 39. MSDS Only needs to be in one place like the office as a central location...could be put into SharePoint. Next year the MSDS needs to be a focus Safety program procedures...Carrie and Monica are working on it...highlighting Top 3 to 5 losses: to be reviewed in order to identify areas to work on
- **Facility Safety Audit.** All reviews need to go to Carrie James and she will get them to Jim Miner SAU ...not too many issues-water around the water heater....appears there are some offices where offices weren't in the past...cords hanging in front of the door...air conditioner above an exit...Brick School is an old building...bookcases are not secured to walls...storage is a problem/clutter...only need one exit out of an office...bathroom tiles have come up...possible tripping issues....toaster oven...clutter and storage in the back hallways

- SHS ...overall great shape...impressed the evaluators ...inconsistent fire extinguishers in science labs...extension cord was coiled...choir area power strips and extension cords off them. Extension cords are a no-no Refrigerator and microwaves should not be in improper places...paints on the stage...janitor closet, electrical closet improper storage...b wing electrical issues probably due to work this past summer...daisy chained power strips and frayed lines...drain cover in cafe...blocked electrical panels in kitchen...live extension cords left open at end...cords coiled...extinguisher outdated and needs to be mounted....high storage stacked b wing upper...cannot have storage under the stairwells...all fire extinguishers must be mounted...boiler room clutter and classrooms...blocked eye wash in engineering...clutter and storage crammed Chemistry prep room...chemicals are all over the place...tanks of unknown origin not tied tightly enough to be safe...residential furniture in new wing...futon in broadcast media room...tops of the cabinets have clutter and fire potential We will continue this at. MVVS march 13. No time to report out on the other schools. Some were still in process.