

SAU 39

Joint Loss Management Committee Meeting

Minutes

March 7, 2016

3 pm – 4 pm

[SAU Office](#)

Department of Labor Audit findings from January 2016 audit. The audit went well overall and we are in great shape with our JLMC agendas, minutes, facility audits, safety summary and overall work that we have been doing and tracking.

There are areas of clutter that need to be cleaned out in each of the buildings, MSDS sheets need to be current and consistently placed in all buildings and accessible to all who may need access (binder with physical sheets versus only electronic was recommended in case of non-computer access), more eye wash stations needs to be installed, confirm evacuation maps are clear and be consistent in practice and with a policy of what the schools look like in with blinds up or down during the day and clear lock down and non-lockdown expectations.

A response letter with the action plans and timelines for each indicated area will be send to the DOL by the end of March 2016. The Director of Facilities will be working with facility technicians in each building to create a process for monthly inspections and these will be communicated to the building principals and director of facilities for compliance and budget considerations.

WC Losses – we have experienced large and expensive losses (December 2015 beginning of March 2016) which are very atypical for our Districts. 2 Slips and Falls at SHS by a teacher and a substitute; 1 slip and fall in Amherst by a teacher and 1 in Mont Vernon by a custodian. The weather has been mild this winter and only one of the incidents involved ice in an outside area. Discussed the severity of the claims and the extremely high dollar amount associated.

Discussed our benchmarking and suggested going with a range for next year versus a concrete number of claims. We have 3 Slip /Trip / Falls (STF) at Souhegan and our average and our benchmark number is 3 so we have hit the goal and it is only March. Amherst so far has 3 reports and our benchmark goal is 10.

Need to update the benchmark data to reflect if traction devices have been purchased for the staff to use when they need to go out in snowy / icy weather. Discussed Yak Tracks as a viable cost effective option. Buildings and Grounds / Principals will need to budget and purchase for these and report out on the timeline that they will be in effect and provide training on usage to staff authorized to use them as part of their job. Are additional rugs needed in any of the entrances and/or do any rugs needs to be replaced.

Presented 2015-2016 Facility Audits – Our schools are looking good! The DOL Audit supports the findings of our facility audits and help to enforce the need to remove extra items that clutter our working spaces and storage.

All audits should be using the template so we have a consistent format. It is important to have the pictures with the recommendations in the notes section of the presentations so that the building principals and director of facilities can print the individual pages for areas needing attention and can note that the progress has been made.

Audit findings for AMS, MVVS, SAU Office and Clark were presented. SHS and Wilkins will be presented at the April 4th JLMC meeting.

	SHS	Kim Deppen and John Young
✓	AMS	John Schuttinger and Carrie James
✓	MVVS	Denise Raymond, Rob Scully and Anne Pappas
✓	SAU Office	John Lash and John Robichaud
✓	Clark	Deanna Cordts and Porter Dodge
	Wilkins	Sue Sarraf, Robyn Graham and Gerry St. Amand

15-16 JLMC schedule

October 5, 2015 - MVVS

December 7, 2015 – Wilkins

March 7, 2016 - SAU

April 4, 2016 - AMS

May 9, 2016 - SHS

In attendance: Gerry St. Amand, John Schuttinger, Porter Dodge, Carrie James, John Lash, Sue Sarraf, Kim Deppen, Denise Raymond, Robyn Graham, John Young and Monica Panait.

Absent: Rob Scully, John Robichaud, Deanna Cordts and Anne Pappas.