

**SAU 39**  
**Joint Loss Management Committee Meeting**  
**Minutes**

March 16, 2015

3 pm – 4:30 pm

[AMS](#)

**WC Reporting / Form** – HR reported that the revised format is working well. One side can be copied and sent to the Director of B&G to note the incident without disclosing personal employee information.

**Facility Audits** – Audits were presented for the MVVS, Wilkins, Clark, SAU and SHS buildings. The AMS presentation will happen at a future date. An overall theme noted was the presence of hanging cords (from the ceiling), hooks at eye level in the lower grades as well as (lack of) storage and clutter issues. Specific building issues were noted. Much improvement seen over past years. Will continue to note specific rooms so corrective action can be taken. Used the new format to include what was noted and where, what the recommendation was and the date corrected by B&G. This form is part of the facility audit and it sent to the Director of B&G as well as the building Principal. Expectation that all corrective actions are completed by the end of the summer before the start of the new school year.

Action item: To create a list of what is an acceptable practice (such as ceiling clearance from sprinkler heads and tops of shelves etc.) when it comes to items being looked at during a facility audit. A checklist of “good practices” provided to employees to confirm the workplace expectation and an opportunity to learn / identify the best practices vs being “caught” for not doing them.