

SAU 39

Joint Loss Management Committee Meeting

Minutes

May 18, 2015
3 pm – 4:00 pm

[SAU](#)

In attendance: Gerry St. Amand, John Schuttinger, Porter Dodge, Carrie James, Jim Miner, Daniele Collins, Sue Saffaf, Kim Deppen, Anne Pappas, and John Young.

- **Reviewed the last 6 months of claims** – the report looks very good with most being reported without loss of time or medical costs. There is a large claim with medical and loss time (student related) and two non-student related with pushing and pulling.
- **Set 15-16 JLMC schedule** – on Monday's at 3 pm

Dates:

October 5, 2015 – Mont Vernon

December 7, 2015 - Wilkins

February 8, 2016 - SAU

April 4, 2016 - AMS

May 9, 2016 - SHS

- **Action Items Update:**

1. **Universal Health Precautions** – will roll out as part of 15-16 year compliance sign offs (versus doing this on opening day at each building). We need to have a training plan for all things related to compliance that we have been discussing so we can consistently have employees receive the information in the same way and sign off each and every September (or when an employee begins). HR will look into doing this – possibly through PD Express, i39 or a section on the website.

2. **Emergency Backpacks** – backpacks to be ordered and in place for the 15-16 year. Porter will ask Office Mike Knox to reach out the Tony Tiner at Wal-Mart to see if we can get the backpacks for cost. The prices at LL Bean and EMS were too expensive. The nurses will send HR the list of items to be included in the backpacks and we will send this out to the JLMC committee. Danielle will work with Melanie to see if there is a way to buy some of the items at a better price based on the bid.
3. **MSDS Binders** – Jim Miner and Danielle have been working to coordinate this effort. We will add a statement to the list of compliance items that employees understand that they cannot bring in any chemical to the school without an approved MSDS sheet. We think that Primex has a program / seminar that we can use to train on this topic. We will tell employees how items become approved and remind them that MSDS binders are located in the main office at each building in orange binders marked MSDS. Employees should not be bringing in items from home and they should be purchased through the schools. HR will work with the Business office to attach a separate sheet with every purchase order indicating that we will not be accepting orders for items that do not contain MSDS sheets. The facility managers and office managers in each building will be responsible for keeping the MSDS binders up to date.
4. **Safety program** – in the final edit stage and will be in effect for the start of the 15-16 year – we will include this as part of the compliance sign off each year.
5. **Benchmarking** – Primex will compile the trends from the last 3 – 5 years over the summer for our planning with the start of the 15-16 school year
6. **Facility audits** – Mostly completed – inspection / audit reports have been given to the building principal and Director of B&G for assessment, completion or planning. The AMS audit will be completed by the early summer so there is time for the Principal and Director of B&G to complete the necessary work prior to the start of school.

- **Action Items for 15-16**

1. Benchmarking
2. Complete training program for list of compliance items
3. List to employees of top things to do and not to do as we have identified through facility inspections