

SAU 39 Joint Loss Management Committee Meeting Minutes

October 3, 2016
3 pm – 4 pm

MVVS

In attendance: John Schuttinger, Porter Dodge, Carrie James, John Robichaud, Deanna Cordts, Sue Sarraf, Kim Deppen, Denise Raymond, Robyn Graham and John Young. Absent: Gerry St. Amand, Rob Scully, Anne Pappas and Monica Panait

Items Discussed:

- **MVVS hosted and provided snacks** 😊 Thanks, John Schuttinger and Kim Deppen.
- The purpose of the JLMC is to make recommendations and not be the enforcers. That is up to the building Administration and Facilities to coordinate the efforts.
- **Safety Summary Program** – is on the SAU website and will be sent to all employees as part of annual compliance notification. There were no new edits received.
- **DOL Re-Inspection** – the DOL will be returning to all schools in SAU 39 to re-inspect their findings and review our plan for correcting any noted deficiencies. The DOL conducts a re-inspection as a normal course of action; does not announce inspections in advance and does not have a set cycle. They can drop in at any time. There was a question on if one school does not do well does that impact all of SAU 39 or just the one school? HR will re-send the DOL Inspection Report, the SAU 39 Response and the Safety Summary Program in the meeting minutes. Each school / district will need to budget for any costs or items needed to improve or correct deficiencies noted as part of the yearly budget cycle. These conversations will happen between the Principals and the Director of Facilities to identify the timeline and the priorities.
- **Annual facility audits** will be conducted this fall and need to be completed prior to the Winter Recess in December. It was decided that each school's members of the JLMC along with the facility managers / lead facilities will conduct these audits as a team. Pictures are very useful to show a specific classroom / area of improvement and can list out the room numbers for those who had similar improvement needs as seen in the picture. It was deemed redundant to have a separate photo each time there is the same infraction. HR will send the template for the presentation including the notes pages that goes with each slide listing out the area to be addressed. In addition to the annual audit the facilities staff in each building complete a monthly inspection and will bring any concerns to the principal and/or director of facilities. It is expected that if an employee has been spoken to (for example, the need to clean up their

workspace or not share fridge space between food and chemicals) that the results are ongoing and not a one-time event.

- **Purel Hand Sanitizer** – Sue Sarraf will find out if there is any guidance on using Purel in a school environment around and/or for students. If not, what is the product name and active ingredients that are acceptable? It was deemed appropriate to have Purel in the nurse’s office, outside of cafeteria’s and MPR’s and that (if deemed allowable) that it could be useful in rooms that do not have sinks. John Robichaud will look into pricing to refill containers in these areas. Principals will determine classroom necessity at the building level based on the states recommendation of usage in schools.

Sue Sarraf's update: At our latest JLMC meeting we discussed the use of hand sanitizers as a means to combat the spread of the illness. We thought it best to inquire what the regulations are in NH regarding hand sanitizer use before we start using them. After consulting with Nancy A. Wells, School Nursing Coordinator, Jessica E. Morton, Health Promotion Advisor and Health Officer Liaison and Maria Butler, Public Health Nurse Coordinator, there appear to be no prohibitive legislation for hand sanitizers in the school setting. I'm not sure where we go from her or how to proceed, but we found the answer we were looking for.

- **2016-2017 JLMC Action Items –**

	Area	Action Item	Progress / Update	Completion Due Date
1.	Required Policies – “all things compliant”	Establish a consistent and efficient mode of communication for employees to receive required information such as universal health precautions, the safety program and required policies.	Fall 2016 – The SAU office is implementing an employee portal. This portal will deliver policies to employees through the web portal and employees will electronically sign their acknowledgement, receipt and understanding of attachments.	December 31, 2016 and every October 15 th annually
2.	MSDS	Implement an easily accessible and streamlined system to track MSDS for products used in the schools.	Summer / Fall 2016 – The Director of Facilities has purchased an online program (MSDS Online) to electronically track our MSDS sheets and will have the link available on the SAU website and/or desktops. Inputting of current products has begun.	February 1, 2017

3.	Benchmarking	Identify losses based on claims and establish goals to reduce incidents.	2015-2016 school year was the first year of this goal setting. We will continue to identify our claims and work to meet our goals in the 2016-2017 school year.	Ongoing analysis at each of the 16-17 JLMC meetings.
4.	Facility Audits	Annual inspections conducted and findings presented to the JLMC. Reports given to Principals and Facility Managers at each building.	Each member of the JLMC will conduct the facility audit of their own building as a team.	Inspections – scheduled by December 1, 2016 and completed by January 15, 2017 Reports – completed and sent to HR no later than February 1, 2017. Presentations – at the February 6, 2017 meeting.
5.	Prime 3	Achievement of the Primex Recognition of Risk Management Effort, Effectiveness and Excellence	Work with Primex to Review, Assess and Implement the top ten risk management best practices	June 2017

2016-2017 JLMC schedule

Monday, October 3, 2016 - MVVS

Monday, December 5, 2016 – Wilkins

Monday, February 6, 2017 - SAU

Monday, April 3, 2017 - AMS

Monday, May 8, 2017 - SHS