

SAU 39

Joint Loss Management Committee Meeting

Minutes

October 5, 2015

3 pm – 4 pm

[MVVS](#)

JLMC Members in attendance: Robyn Graham (replacing Millie Thibeault), John Schuttinger, Peter Gagnon, Carrie James, Jim Miner, Sue Sarraf, Kim Deppen, Anne Pappas, Monica Panait, Denise Raymond.

1. **Benchmark** - to identify a goal to reduce the injury or illness identified

Benchmark period initially established for October 2015 – June 2016 and every July 1 – June 30th thereafter.

Looked at the losses in all Districts and SAU office. No losses in Mont Vernon or the SAU office. Slips, Trips and Falls and Student Related injuries were identified in Amherst and Souhegan. Unified approach to benchmarking will be applied to all buildings and Districts.

Slips, Trips and Falls Benchmark / Goal: To reduce the number of claims in Amherst from 12.61 to 10 which is a 20% decrease. Souhegan has 3 claims and the goal is to maintain or decrease.

- Losses occurred in Slips, Trips and Falls both inside and outside the schools.
- Share educational materials with employees including sending the Slips, Trips and Falls poster to all employees and post in the buildings during November / before it snow.
- Make sure that Caution: Wet Floor / Slippery When Wet signs are not left out when the areas are not actually wet.
- Look into Ice Alerts to put outside at the main traffic areas of entrance for employees and visitors. Look into the cost. How many are needed per building?
- Look into purchasing a supply of Yak Traks for facilities and support staff who have recess duty and need to be out in inclement / slippery weather to provide additional traction.

- Confirm that there are enough indoor/outdoor rugs in the appropriate areas during the winter and spring months where the most weather is being brought into the buildings and causing the floors to be slippery.

Student Related Incidents: We always want our employees and students to be safe and un-injured. We have been creating teams at each school who are CPI trained and have been focusing on this item. We will continue to keep this a priority. CPI classes are offered throughout the year so employees can renew their certification at multiple opportunities. Principals are involved in that task.

2. Action item: To create a list of what is an acceptable practice regarding the facility audit

- 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.
- Create a poster with pictures of the Top 10 items employees need to know when it comes to the facility inspection.
- 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. Supply a copy of the inspection checklist that will be used in advance to employees.
- Create “Safety Reminder Notes” to leave in the area needing improvement with the date, location, corrective action needed and the completed by due date.
 - Identify who will be issuing these reminder notes (JLMC, Facilities, Administration?) and the number of times an employee receives as a reminder before the history of reminders is forwarded to the Building Administrator.

3. Safety Program

- The Safety Program needs to be put on the list of “all things compliant” that employees are required to read, understand and acknowledge annually. The Program is at the final approval from the Superintendent stage.

4. Facility Audits for 15-16 year

JLMC members to audit the following schools for 2015-16

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 Jim Miner
Clark	Deanna Cordts, and Porter Dodge
Wilkins	Sue Sarraf, Robyn Graham and Gerry St. Amand

15-16 JLMC schedule (including snacks)

October 5, 2015 - MVVS

December 7, 2015 – Wilkins

February 8, 2016 - SAU

April 4, 2016 - AMS

May 9, 2016 - SHS