

Joint Loss Management Committee Minutes
October 3, 2013
2:30 – 3:00
Wilkins

Present: Gerry St. Amand, Porter Dodge, Carrie James, Jim Miner, Danielle Collins, Deanna Cordts, Denise Raymond, Anne Pappas, Melanie Grasset, John Young

Absent: Sue Blair, Rob Scully, Sue Sarraf, Kim Deppen, Monica Panait

- The meeting opened with discussion of a replacement for Mary Epstein whose hours now prevent her from sitting on the Committee. Porter mentioned that Millie (Thibeault) may be able to do it and volunteered to ask her.
- Carrie mentioned that she would not mind chairing the committee again if no one else was interested. There were no volunteers so, thank you Carrie for taking the helm again this year! Danielle offered to continue to co-chair.
- Carrie also mentioned that it would be nice to have a secretary to take meeting minutes. It was decided that we would take turns with myself, Anne Pappas, being the first volunteer.
- There was a discussion about Peter's plans to share photos taken of past building infractions at staff meetings. Porter mentioned that he directly addressed staff who had issues in their rooms last year and that they have been resolved. Jim mentioned the need for guidelines as we tend to have the same issues from year to year. Carrie asked Jim to work with the principals and B&G to get things done.
- Carrie mentioned that we may have to have annual building audits and will confirm with Monica from Primex.
- The new Employee First Report of Injury Form seems to be working out well which basically has the same info, just in different order. Carrie asked the nurses to let us know if we are not capturing everything.
- Carrie thought it would be a good idea to break out into sub-committees so that individuals would have ownership of issues that need addressing.
- Deanna, Sue, Kim and Denise will be looking into revamping the Student's First Report of Injury. They will also look into addressing the best approach to making sure mid-year new hires get the training they need on Universal Precautions.
- There was a discussion on critical compliance issues that should be addressed annually and which we should have employees sign off on every year. The principals could drive this. Could we use PD Express or Share Point? Danielle mentioned that certain groups would need a physical packet. Peter is working on a packet and Carrie will ask him if Universal Precautions can be added to it.
- Porter brought up past training on empathy and tolerance that was part of a court agreement. Should this be part of regular training? He thought it was something that was supposed to be done annually.

- We formed a sub-committee for coordinating emergency backpacks in the schools. We need a universal checklist that all schools can use. Sub-committee members: Kim/MVVS, John/SHS, Sue/AMS, Sharon/CW, Danielle. There was talk of the expense of putting these packs together for all classrooms and offices. Danielle may be able to negotiate good prices. Perhaps there are grants out there?
- Danielle, Jim and Melanie will coordinate MSDS binders in all the buildings. They should be kept in easily accessible areas. Danielle said that we should have access on-line as well as in binders. Melanie will look into guidelines for chemicals being brought into the schools.
- Carrie will work with Monica on putting together Safety Program Procedures.
- Anne will look into top incidents, trends and ways to improve safety and reduce losses.
- At our next meeting in November, come prepared to update the group with recommendations by your sub-committees!