

Present:

Jim Deppen, John Young, John Schuttinger, Carrie James, Denise Raymond, Anne Pappas, Sue Sarraf, Robyn Graham, Monica Panait

Absent:

Rob Scully, John Lash, Jim Miner, Deanna Cordts, Porter Dodge, Gerry St. Amand

- Monica opened up the meeting with a review of losses since we last met. We've had a great stretch in all districts in which there was just one small loss in Amherst and four small losses in Souhegan (all in the Student Interaction category). We have zero losses so far in all districts in our benchmarked category: Slips, Trips and Falls!
- Sue shared a great visual poster which she started on the Top 10 Safety Infractions which all teachers and others with a defined space should be ensuring are not in their spaces. Sue found all pictures on line so as not to embarrass any teachers who may notice their space on the "before" portion of the poster. Our aim is to get the poster out "pre-audit" to give employees an opportunity to "fix" their areas. As a group, we added: employees storing things on and blocking heaters, blocking exit paths, and stacking storage materials to the ceiling. John S. felt that we should also address personal appliances in rooms. Carrie will finish things up and distribute flyers at staff meetings. We also thought the teacher's lunch room(s) and bathroom stalls would be a good place to hang posters☺
- Carrie mentioned that there would be no harm in sharing our audit checklist with employees so that they get an even better idea of areas we focus on during our building audits (see attached checklist).
- Anne brought in and shared the prices of the IceAlert System:

Property entrance signs, 12" x 18" or 18# x 24": \$40-\$50 each (which can be hung on a tree, post or building)

Transparent static cling signs for exit doors: \$15 each

The actual IceAlert, universal-mount unit/sign: \$130 each (which would be mounted on a pole at popular entrances to each building). Pole would be provided by us.

Carrie felt the price was reasonable and plans to share the information with Jim. The turnaround time for the signs is 2 – 3 business days.

- Everyone should be scheduling their audits. Plan to present at our Feb. 8<sup>th</sup> JMLC meeting and plan to stay a little later at this meeting as we'd like to get all presentations done in one day.
- Plan to discuss our schools' incident review process at our April 4<sup>th</sup> JLMC meeting.
- Have a happy and SAFE holiday everyone!!!

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

December 7, 2015

3 pm – 4 pm

Wilkins

Please plan your arrival accordingly in order to arrive before the busses.

**Facility Audit Work**

1. Create a poster with pictures of the Top 10 items employees need to know when it comes to the facility inspection.
2. 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.
3. 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, TBD) and the number of times an employee receives as a reminder before the history of reminders is forwarded to the Building Administrator.

**Benchmark Update**

**Other Topics**

Upcoming 15-16 JLMC Meeting Dates:

February 8, 2016 - SAU

April 4, 2016 - AMS

May 9, 2016 - SHS