

SAU 39
Joint Loss Management Committee Meeting
Minutes

February 6, 2017
3 pm

SAU Office

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

Items Discussed:

- **Presentation of the 2016-2017 Facility Audits**
 - MVVS
 - Clark and Wilkins
 - SAU
 - AMS

SHS did not present on 2/6/2017 and will need to present at the next meeting.

Inspection Reports need specific locations and recommendations for each page (slide) in order for the Principal and Director of Facilities to track the completion and actions. This should be part of the notes section on the PowerPoint presentations. John Robichaud will use School Dude as a work order tracking of items to be completed.

- **Cleaning concerns, products used and products allowed in the schools**

We discussed specific containers for cleaning and the concerns of the Norovirus, limiting the exposure of fragrance and the need to identify specific lists of products. Hillyard has identified two cleaners / products for staff to use that would be purchased from the Districts. Disinfectant wipes are OK as they are non-bleach but will need SDS (Safety Data Sheets). Important to make sure staff are not bringing in other products and products with bleach from home until we have SDS.
- **Loss Experience Benchmarks**
 1. Amherst School District – 11 claims reported from May 10, 2016 – January 30, 2017 (5 at AMS, at Clark and 4 at Wilkins) reported by 5 teachers, 4 paras, 1 OT and 1 administrative assistant. 1 claim resulted in loss time and 10 did not.

2. Souhegan - 10 claims reported from May 10, 2016 – January 30, 2017 (6 / 10 claims classified as student interaction) reported by 2 custodians, 1 guidance counselor, 2 teachers and 5 paras.

• **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.	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.	Implementation of system by the end of the summer 2017. Employees will receive in the fall and will complete the sign off. Annual employee sign off in October.
2.	Safety Data Sheets (fka MSDS)	Implement an easily accessible and streamlined system to track MSDS for products used in the schools.	Summer / Fall 2016 – The Director of Facilities purchased an online program (MSDS Online) to electronically track MSDS / safety data sheets and will have the link available on the SAU website and/or desktops. Inputting of current products has begun and will continue throughout the 16-17 year.	Up to date with current products no later than September 1, 2017. Distribute the process to request additional products to all staff as part of “all things compliant” sign off.
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. The goal is to maintain the current levels if not decrease the number of claims and continue the focus to re-energize this priority.

4.	Facility Audits	Annual inspections conducted and findings presented to the JLMC. Reports given to Principals and Facility Managers at each building.	Members of the JLMC will conduct the facility audit of their own building as a team.	Inspections completed by January 15, 2017. MVVS, C-W, SAU and AMS presented at the February 6, 2017 meeting. As of 3/31/17, SHS still needs to present its report.
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	Primex presented and went through the Member Self-Assessment at the 2/6/17 meeting. HR to pull information and submit to Primex by June 30, 2017.

- **Primex Recognition of Risk Management Effort, Effectiveness, and Excellence** – 10 Best Risk Management Practices. Earning the ranking by completing all 10 best practices earns a 2.5% discount on Property & Liability and Workers Compensation insurance premiums.

1. Implement
2. JLMC
3. Written Safety Program
4. Prompt Claim Reporting
5. TAD
6. Slip, Trip & Falls
7. Facility Inspections
8. Seat Belt Policy
9. Workplace Postings
10. Harassment

Link to resources, forms and documents related to PRIME.

<https://www.nhprimex.org/ResourceLibrary/index.php?Open=OXpxVG1xWDYwNIRGYm0ybXVCWTRKaIZaTFZMZFIQSTRwZiYvc3JTMWlsbUkxWjc2UWdPYmlseE1ERkc3ZWZBdHVQbkZ4N1E4MWZWdjFqYk5VRIVNMHc9PQ>

Next meeting dates: Monday, April 3, 2017 – AMS and Monday, May 8, 2017 - SHS