

SAU 39 Joint Loss Management Committee Meeting Minutes

April 3, 2017

3:00 PM

[Amherst Middle School](#)

In attendance: John Schuttinger, John Lash, Sue Sarraf, Robyn Graham, John Robichaud, Anne Pappas, Porter Dodge, Denise Raymond, John Young.

Absent: Carrie James, Gerry St. Amand, Rob Scully, Deanna Cordts, Kimberly Deppen, Monica Panait.

Items Discussed:

- Porter expressed frustration with the JLMC meetings and a need for a more formal, “steps-taken” format for follow-through. I, (Anne) discussed this with Carrie this morning, who says that the annual audits are meant to be an “annual snapshot” of how our buildings are doing. Human Resources will be clarifying to administration and facility managers who should be doing what, to remedy situations in our buildings. We should strive for consistency year-long so that repeat offenders don’t slip back into old habits.
- Presentation of the 2016-2017 SHS Facility Audit delayed until the next meeting May 8th.
- Loss Experience shared by Anne Pappas for February 6, 2017 – April 3, 2017. We’ve had 6 incidents in the Amherst School Districts (3 slips/falls, 1 repetitive motion incident and 2 student interactions). All other districts were without incidents. Knock on wood... it’s been a very quiet winter!
- Snow Removal Responsibilities: The town of Mont Vernon has been doing an awesome job of taking care of the parking lots. Both AMS and SHS have contractors doing the job and they’ve also been very responsive. The Facilities staff and the town combine efforts in Amherst to plow Clark-Wilkins. The town of Amherst has NOT been responding quickly to concerns there. The bulk of sidewalk-care is handled by Facilities staff.
- Department of Labor Re-Inspection (April 12, 2017) – please make sure all rooms are ready and that your inspection audits are re-submitted if classroom numbers are not currently included in your presentation slides.
- Safety Data Sheets – John Robichaud reported that the Safety Data Sheets database will be LIVE on Friday, April 7, 2017. Bruce Chakrin/Technology doesn’t recommend that the Safety Data Sheets go on ALL computers. Let John know which computers should have the database. They’ve been busy loading hundreds of cleaners and chemicals into the

system. There will be an area which lets you search “outside” our data base. All custodial areas will be set up, science labs to be slowly added. Still, all MDS logs and safety data information must be saved for 30 years!

- **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 (aka MSDS)	Implement an easily accessible and streamlined system to track MSDS for products used in the schools.	Will be ready to go LIVE on April 7, 2017! Hundreds of products loaded. Will continue inputting 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.

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- **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=OXpxVG1xWDYwNIRGYm0ybXVCWTRKaZaTFZMZFIQSTRwZlYvc3JTMWlsbUkxWjc2UWdPYmIseE1ERkc3ZWZBdHVQbkZ4N1E4MWZWdjFqYk5VRI VNMHc9PQ>

Next meeting: Monday, May 8, 2017 - SHS