

October 21, 2019
JLMC

Facility inspections:

When do we want to present those findings? Plan for December 9th meeting to report out.
This would give facilities time to make any corrections over the holiday break or February break.
Possibly complete inspections twice in the year to report back the completion, or lack of, corrections.

Benchmarking dates:

Monica shared copies of benchmarks for Amherst district.

Slips, trips and falls noted.

Reminders given to staff about two points of contact upon exiting and entering a vehicle.

Caution about the weather and possibility of icy conditions in the forecast reminder emails to staff.

Colin will follow up with John Robichaud about Ice Alert Signage and purchasing of traction devices for maintenance staff.

Completion of purchasing rugs at entrances for SHS and MVVS.

When does a report move forward?

- If something would cause an individual moving forward to seek care.

Carrie will send out a form that should be attached to the staff member's copy of the incident report so it can be given to a care professional outside of work for insurance claim purposes.

It was requested that reporting could be completed online. It was decided that schools will continue to complete the form and then scan and email to Maureen DeGrenier.

All schools should have the forms with the School Nurse and Head of Facilities to be able to document the event and report to HR.

Monica shared copies of benchmarks for Souhegan district.

At the December meeting we will review past years of benchmarks and recalibrate our projections for the future.

Carrie opened the discussion of whether the process should change to make it online or more efficient.

Monica shared that the website for Primex is up for redesign and will suggest adding a feature of having reports submitted online with a submission button. Similar to our PD entries process.

Jesse brought up the topic of a physical altercation between students and should a staff member get involved to separate the students possibly causing an injury to the staff member.

Attendance at committee meetings

Will bring up the topic at the next staff and paraprofessional meetings.

Will pay para's for attendance.

Members will suggest to para's and staff to attend a meeting at their building this year.

Cleaning vs disinfecting

Members requested an update on the status of training for facility staff.

Carrie noted she would follow up with John Robichaud.