Joint Loss Management Committee

April 4, 2012

Attending: Bob Jones, Richie Pratt, Warren Hammack, Rick Lothrop, Jason Walter, Edie Drinkwater

At 5:05 PM Chair Bob Jones called the committee to order and opened the meeting.

Bob reported on his conversation with Inspector DiGangi from the Dept. of Labor earlier in the day. The Dept. of Labor is satisfied with the reports already submitted which brings us into compliance with the initial filings for the JLMC.

There are just 2 main items remaining.

1. The JLMC must complete the policies and procedures manual for every Town Department and notify all departments as well as provide them with a copy to reference.
2. The Safety and Health renovations for the Town Office

Training for Flaggers was the next topic. It was agreed to hold a traffic control class. This class will be required for any employee who may be called upon to assist in traffic control at emergency scenes or any event where this help is needed. All proper equipment will be provided such as paddles and reflective gear etc.

All Highway and Fire Department members will be expected to take this class and become certified. Only employees completing the course will be allowed by the Department head to perform traffic control.

Blood Borne Pathogens was the next topic. It was agreed that all employees in every department should take this class. Every department will also be provided with the necessary supplies, readily available, to limit exposure. Further discussion included unanimous agreement to hold a Heart Saver Class and AED instruction.

Richie Pratt noted that trash removal must be done regularly – Preferably every day. All fire extinguishers must be hung, easily available, and serviced regularly.

It was mentioned that an electrical wire was noticed hanging in the Safety Building. Fire Chief, Rick Lothrop said he would take care of it right away.

The next issue discussed was the 2nd floor of the Town Office building.

There are a number of Health and Safety issues to address including: Flaking paint (Lead) exposed insulation, unsafe stairway, questionable air quality due to dust, possible mold, and rodent evidence as well as an unsafe egress.

The LGC (our Ins carrier) and the NH Dept. of Labor have both made recommendations for very limited use of the space. These recommendations put the Town on Notice that a Health and Safety issue exists. To do nothing and ignore the problems cannot be an option. This would take the Town liability to a level of negligence.

It was agreed by the committee that this space should be used as storage only with access only for retrieval and return. This should not be used as a work area until such time as all Health and Safety issues can be corrected by a renovation of the space to meet all Health and Safety codes.

Rick Lothrop will do more research toward a solution to the problem that best addresses the Health, Safety and Liability issues.

Finally the committee agreed to meet again on Wednesday April 11, 2012 at 5:00 PM

Bob mad a motion to adjourn, Warren seconded and a unanimous vote carried the motion.

Meeting adjourned at 6:28 PM

April 4, 2012

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Bob Jones, Chair

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Rick Lothrop, Fire Chief