JLMC |MINUTES

Meeting date | time 4/25/2016 3:30 PM | Meeting location SAU 93 Conference Room

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| |  |  | | --- | --- | | Meeting called by | None | | Type of meeting | Third meeting of 2015-16 | | Facilitator | none | | Note taker | Amy Adams RN | | Timekeeper | None | | |  | | --- | | Attendees:  Carrie Frederiksen RN,  Jody Bates RN,  Amy Adams RN,  Jane Fortson | |

# Agenda topics

Joint Loss Safety Manual: *Are there anymore edits that need to made to the manual*.

Discussion: Jane remarks that Mr. Lapointe is unable to attend the meeting today and has only one suggested edit to the safety manual. Notations were made in the written manual for Kathy to make corrections to the digital version. Digital version will be made available on the website after approval of the Board.

Conclusion: There are a few corrections and the strike through/edited documents will be sent back to Dr. Carey.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Amy return papers to Dr. Carey | Amy Adams RN | 4/29/2016 3:30 PM |
| * Kathy Schnyer will make edits and corrections to the digital version document before the next meeting | Kathy Schnyer | 5/16/2016 3:30 PM |

Presentation of Safety Manual for Review: What is the process from here?

Discussion: Jane briefed the others in attendance of the required procedure going forward. The written manual with notations/edits will be forwarded to the Policy committee, which will review the manual and forward a recommendation to the Board for a first read. If any questions remain about the subject at hand, the Board may send it back to committee for further work and review before final approval.

Conclusion: The written manual with strikethroughs/notations/edits will be forwarded to Dr. Carey and will be presented to the Policy committee ASAP.

| Action items | Person responsible | Deadline |
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| * Presentation of recommended updated safety manual to the Board Policy Committee | Dr. Lynn Carey | ASAP |

Spring Playground Safety Inspection: All school playgrounds should be inspected this spring.

Discussion: As previously noted, the Monadnock school district will be losing the valuable services of the PLT group at the end of June 2016. For years, Ron O’Keefe has been the safety inspector and advisor for safety improvements of the district school playgrounds. At an earlier meeting there was a request for a final all district inspection.

Conclusion: Jane has been in touch with Ron and he has all the contact information for each school. He will do his own scheduling with each school; the aim is to inspect all playgrounds before the end of June 2016.

| Action items | Person responsible | Deadline |
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| * Scheduling Playground safety inspection at each school | Ron O’Keefe | 6/30/2016 12:00 AM |

PLT Replacement: PLT is out of business after June 30, 2016 | Presenter Jane Fortson

Discussion: Jane has been actively researching companies that can provide the same, or similar services to the district as PLT, (including, WC filing services, safety inspection, health and safety training of employees). She currently has a list of five companies and will soon be putting out to bid for services. Health Trust will remain to provide services to district employees.

First Quarter Workers Comp Claims: How many claims have been made?

Discussion: Jane remarks that she has seen the report, that she doesn’t have it with her, and she cannot recall specific numbers. She does make note that there were fewer claims than a year ago, and that most of those claims were of injuries of lesser severity. She made a note of less slips and falls this year, most likely due to lack of snow and ice during this past winter.

| Action items | Person responsible | Deadline |
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| First Quarter reports of WC Claims present for JLMC review | Jane Fortson | 5/16/2016 3:30 PM |
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Required Annual In-service for All Employees: Making sure everyone gets the same safety training, every year.

Discussion: The nurses reinforced the recommendation of completing annual training at a district workshop day, where attendance is high and everyone will receive the same content. Annual education required by law to cover subjects of Blood Borne Pathogens, Universal Precautions, and Personal Protective Equipment. This training typically takes less than an hour to complete. There was discussion about having a more hands on approach to PPE in particular.

Jane mentioned that Dave Lapointe is planning on providing the custodial and maintenance staff their annual in-service safety training in June of this year. Jane is hoping that PLT will be able to provide some of this training. Also, it was mentioned that all staff should be required to engage in fire safety training, (learn how to use a fire extinguisher).

Notes respectfully submitted by Amy Adams RN 4/26/16