

NEW HAMPSHIRE DEPARTMENT OF LABOR

SAFETY INSPECTION TECHNICAL REPORT

INSPECTION DATE: February 5th 2025

Case #: 111699

INSPECTOR: Paula Maltais

EMPLOYER: Hollis Brookline Coop School District SAU-41

FEDERAL ID #: 020443382

ADDRESS: 4 Lund Lane, Hollis NH 03049

EMPLOYER CONTACT INFORMATION:

Carrie Marsh, Human Resources Director SAU 41

Kelly Seeley, Business Administrator SAU 41

SCOPE OF INSPECTION: Compliance with Student Violence Prevention and Management Plan pursuant to RSA 281-A:64, II and III and LAB 603.03.

Finalization Date: 2/10/2025

EXECUTIVE RECAP

On January 31st, 2025, I, Paula Maltais, a Safety Inspector with the New Hampshire Department of Labor (DOL), contacted Caroline Marsh, the Director of Human Resources for the Hollis Brookline School District (SAU-41). I introduced myself and informed her that the Department of Labor was conducting an inspection of SAU-41 to verify compliance with RSA 281-A:64 II and LAB Rule 600. I explained that the purpose of the audit was to ensure compliance and to offer guidance or education if necessary to meet all applicable requirements. A meeting was scheduled for February 5th, 2025.

On February 5th, 2025, I arrived at the SAU-41 offices, located at 4 Lund Lane, Hollis, NH, where I met with Caroline Marsh, HR Director, and Kelly Seeley, Business Administrator. The school representatives had prepared the following documents for review:

- Written Safety Program
- Student Violence Prevention and Management Plan
- Joint Loss Management Committee (JLMC) meeting minutes
- Student-on-Staff Violence Prevention Management Incident Reports

I began reviewing the provided documentation and found that the Written Safety Program is up to date and compliant with LAB Rule 603.03 requirements. The Student Violence Prevention and Management Plan includes training and education for employees to help prevent workplace violence. Notable components of the plan are as follows:

- Each school maintains a Multi-Tiered System of Supports (MTSS), which includes school counselors, administrators, a board-certified behavior analyst, and related providers.
- Crisis Prevention Institute (CPI) training and refresher courses as needed. Each school ensures that at least 7 staff members are trained in CPI at all times.
- Essentials for Educators training through CPI to respond to distress behaviors.

- Education to recognize signs of distress and mental health issues, including annual Suicide Prevention Training and Know and Tell Training.

Regarding reporting procedures, the Student Violence Prevention and Management Plan outlines the Standard Operating Procedure (SOP) as follows:

“Incidents are reported and investigated by the school/building principal, and the Student-on-Staff Violence Prevention Management Report is completed. The injured staff member completes a worker’s compensation evaluation. The SAU then reviews and evaluates the data gathered from the reports. The coordinator of the Student Violence Prevention and Management Plan, Carrie Marsh, redacts the data for the JLMC, and changes are made to the plan as appropriate. Follow-ups are conducted as needed with the injured employee and the designated department to address the incident and its origin.”

School representatives explained how the school makes employees aware of available training, education, and prevention efforts. They explained that the SAU communicates with designated individuals at each school to ensure accurate reporting from staff, including all incidents related to student violence against staff.

I was provided with the Joint Loss Management Committee meeting minutes from January 23rd, 2025, which are available on the SAU’s website. The minutes showed that the JLMC is actively reviewing data on student violence against staff members. They are also discussing ways to capture this data in a spreadsheet to track efforts to reduce violence. It was stated that this tracking will help identify the specific actions taken in response to each incident, ensuring that both students and staff receive the necessary support. I noted that the plan for investigating incidents moving forward includes reporting the location of the incidents within the building/grounds (classroom, lunchroom, playground, etc.), as the JLMC believes this data will be valuable for managing resolutions and tracking occurrences.

It was determined that SAU-41 currently has the necessary elements in place to maintain compliance with the Student Violence Prevention and Management Plan requirements under RSA 281-A:64, II and LAB 603.03 (5)(6).

CHAPTER LAB 603.03

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee. To carry out the intent of RSA 281-A:64, the joint loss management committee shall:

(5) Where the employer is a public school district, administrative unit, or chartered public school, a prevention and amendment plan pursuant to (6) below for the purpose of reducing violent acts and injuries caused by students against employees, volunteers, and visitors;

(6) The student violence prevention and management plan shall include the following information:

a. Training, education, investigation, and prevention protocols for all staff in the area of reducing violent acts and injuries caused by students; and

b. Designation, by name and title, of a person who shall coordinate the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students;

Description of Non-Compliance

SAU-41 Hollis Brookline School District presently has the necessary elements to maintain compliance with the requirements.

CORRECTIVE ACTIONS:

The New Hampshire Department of Labor expects the Hollis Brookline School District SAU-41 to maintain compliance as it relates to RSA 281-A:64 and LAB Rule 603.03 (5)(6).

DISCLAIMER STATEMENT:

This report covers only conditions and practices observed and considered at the time of this inspection. It is not intended to indicate that all hazards are adequately controlled or that such conditions or practices meet the requirements of any applicable federal, state, or local law, regulation, or ordinance.