

Notice of Meeting

There will be a meeting of the
Keene School District Joint Loss Management Committee

Tuesday, June 9, 2021 at 4:00 - 5:00PM

KMS Chorus

Purpose:

Pursuant to NH RSA 281-A:64 III - every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change.

Agenda

1. Review and approval of April 21, 2021 meeting minutes.
2. Attendance/ Introductions/ New members
3. Previous Agenda Items
 - a. Safety Manual (standing agenda item)
 - a. Building Safety/JLMC Committees - Next Steps
 - i. Establish Committees - Spring 2021
 - ii. Set Annual Goals for Building Committees - Fall 2021
4. Injury Data
5. Building Inspection Form
6. Next scheduled meeting – Date and Location
7. Building Inspections (KMS & JD)

Minutes

1. Review and approval of April 21, 2021 meeting minutes.
 - a. **Minutes were not fully taken for the 4/21/21 meeting.**
2. Attendance/ Introductions/ New members

- a. **Mark Trubiano, Ryan Charlene, Joanne, Katy Luscombe, Jennifer Kiernan, Kat O’Leary**

3. Previous Agenda Items

- a. Safety Manual (standing agenda item)

- i. **No items other than Building Safety/JLMC Committees were in need of discussion.**

- b. Building Safety/JLMC Committees - Next Steps

- i. Establish Committees - Spring 2021

- 1. **Bill Gillard spoke with Robb Malay about including JLMC members in building level Safety Committee meetings for the 2021/2022 Academic Year. He was in support of this and stated that there should be no problem to include these members.**

- ii. Set Annual Goals for Building Committees - Fall 2021

- 1. **There was a discussion about goals for building level committees for the 2021/2022 academic year. The group agreed that JLMC members should attend 5 meetings, 1 every other month, of their own building’s safety committee, acting as a representative of the KSD JLMC. The discussion included points that student safety and employee safety are most often not separate items (flooding at KHS was mentioned as an example). Feedback from this meeting attendance will be given at JLMC meetings in the fall.**

4. Injury Data

- a. **The JLMC reviewed the injury data. It was discussed that that data was not detailed enough to be able to draw accurate conclusions about improving safety in the KSD. Bill Gillard stated that he would request Robb Malay to reach out to the Superintendent ListServ and ask what data sets other districts give their JLMCs. The request has been made and the JLMC is just waiting on the response.**

5. Building Inspection Form

- a. **We reviewed the building inspection form in preparation for the KMS inspection.**

6. Next scheduled meeting – Date and Location

7. Building Inspections (KMS & JD)

- a. **KMS was inspected by the group of JLMC. The following areas passed inspection:**

- i. **Entrances**
- ii. **Hallways**
- iii. **Stairs and Stairways**
- iv. **Exits**
- v. **Restrooms**
- vi. **Gymnasiums**
- vii. **Auditoriums**
- viii. **Classrooms**
- ix. **Boiler Room**
- x. **Storage Room**
- xi. **AED was found in the cafeteria.**
- xii. **Questions from the inspections:**

- 1. **Where are the other AEDs in the building?**

2. The JLMC should add fire extinguisher locations and MSDS locations to the inspection list.

xiii. Not Inspected:

1. Buildings and Grounds

xiv. Areas Inspected and Found In Need of Improvement:

1. Offices - The SPED office was found to need the metal books shelves attached to the wall.