

Keene School District Joint Loss Management Committee

Meeting Minutes

Minute Taker: Kenneth Dooley

Date of Meeting & Start Time: March 2, 2021 4:00PM

JLMC Representatives (Name & Title):

<i>Management Representatives</i>	<i>Employee Representatives (Non-Supervisory)</i>
Joanne Mulligan	Jennifer Kiernan
Kenneth Dooley	Theresa Quigley
Ryan Margaitas	Penelope Lillo
Cindy Gallagher	Charlene Gross
	Willaim Gillard
	Katy Luscombe
	David Dell
	Kathleen O'Leary

Committee Purpose: 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.

Meeting Discussions:

1. Review March 2, 2021 meeting minutes Minutes were approved by a voice vote.
2. Introductions of everyone present were made. David Dell, tutor at Symonds School is a new member.
3. Confidentiality Form (standing agenda item) -Ken Dooley discussed the confidentiality form and the importance of filling it out each year - Forms have been sent out to all the members for this year. - Records of whom has completed the form can be found in the google shared drive Keene JLMC -
4. Safety Manual (standing agenda item) There was discussion about the responsibilities of the building level safety committees.

Should building safety committees be responsible for making sure all employees are aware of the safety manual and know how to access it?

- Ken Dooley noted at the meeting minutes and the current version of the Safety Manual are posted on the Keene School District JLMC webpage and can be downloaded from there. Both the minutes and the Safety Manual are also found in the committee's shared drive.

5. Schedule next meetings

May 19, 2021 4:00 pm

6. Building Inspections (standing agenda item)

- Ken Dooley expresses the importance of assigning and inspecting our buildings. Last year we were gaining traction and confidence in the members to conduct the building inspections. To echo conversation earlier in the meeting it was Bill Gillard's suggestion to bring in inspectors as presenters to help the committee to learn what to look for in an inspection was very helpful.

7. Other (Future agenda items)

Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities:

(a) Meet at least quarterly to carry out their duties and responsibilities.

March 2, 2021, April 21, 2021

(b) Keep minutes of meetings which shall be made available for review of all employees;

- Minutes filed with SAU and will be posted on website

(c) Elect a chairperson, alternating between employee and employer representatives;

- 2017-18 (management), 2018-19 (employee), and 2019-20 current (management)

(d) Develop and disseminate to all employees a committee policy statement;

- In development – consider using superintendents forward letter in Safety Manual

(e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;

- In development – consider using superintendents forward letter in Safety Manual

(f) Review workplace accident and injury data to help establish the committee's goals and objectives;

Meeting adjourned: 4:40PM