

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
	Charlene Gross
	Willaim Gillard
	Katy Luscombe

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 11, 2020 meeting minutes

- Ken Dooley reviewed the March 11, 2020 meeting
- Discussed the current version of the safety manual
- Building inspections and how we had been gaining traction at the end of last year and we want to keep that momentum going for this year.
- How the group concluded that meeting with an inspection of Franklin.
- Bill Gillard spoke about having different inspectors in to talk to the committee. The previous presentation from Keene Fire Department Cpt. Bates was very helpful to the group.
- Ken Dooley suggested the City Health Inspector as a potential presenter.
- Jennifer Kiernan suggested someone to speak about COVID safety or related issues.
- Bill Gillard brought up concerns about new legislation regarding violence against employee's and more research is needed about report requirements etc. Bill is going to look into these new RSA's to

see if there is anything this committee should be addressing in our Safety Manual. Bill also stated that he was not sure how NHDOL and NHDOE are addressing the new legislation.

2. 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
- Ken Dooley addressed membership of the committee. We have multiple vacancies from various groups: 1 Para, 1 Custodial, 2 KEOPG, 3 KEA, KHS Principal and KCED Director. Ken is going to reachout to KHS principal and KCED director. Bill Gillard is going to reachout to KEA.

3. Elect new chair of JLMC (employee group)

- Ken Dooley, current chair of the committee, addressed the committee looking for volunteer(s) from the employee group to chair the committee.
- Bill Gillard and Jennifer Kerinan volunteered to be co-chairs of the committee
- Discussion ensued about remaining chairs until at least March 2022 possibly until the end of the 2021-22 school year. In the first meeting of the 2022-23 school year the new chair could take over to get the committee back on track for a school year to school year swap. This past year the committee has not met frequently and having an employee chair for the following year makes sense to the group.

4. Safety Manual (standing agenda item)

- 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.
- Ken Dooley suggested a one page summary page of the Safety Manual be crafted with a link to the full downloadable version which could be sent out to all staff. Bill Gillard suggested the one pager contain items such as when to fill out first report forms, where to find first report forms, what the committee does in an effort to keep employees safe while at the workplace as some examples of what to put on the document.
- The current location of the full version of the Safety Manual is somewhat hard to find on the website.
- Ken Dooley also discussed how we need to continually review and maintain the Safety Manual as things in the district change.

5. Schedule next meetings

The group agreed that given the lack of meetings this current year we would meet at the minimum two more times before June 2021. (April and May) If possible a third meeting in early June.
Bill Gillard - will set and announce meeting dates and times in the coming weeks.

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)

- Much discussion ensued on where the committee wants to go in our future meeting. In the upcoming meetings the group discussed coming up with a building inspection plan, reviewing Primex WC data from the SAU and if possible have Monica from Primex remotely attend the next meeting to help look

at this data, and a COVID section being added to our safety manual prior to next school year as a high priority of the committee (specifically employee filling out first report paperwork when exposed at the workplace).

- Ken Dooley reviewed the responsibilities of the committee outlined in LAB 603.03

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

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

- KSD JLMC meeting more than quarterly 9/18/19, 10/23/19 (cancelled due to attendance), 1/8/2020

(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;

- 01/05/2018, 07/24/18, 10/26/18, 02/20/19, 04/17/19, 06/05/19, 09/18/19

- Dates above are all meetings where workplace accident and injury data was reviewed and discussed

(g) Establish specific safety programs which include, but are not be limited to, the following:

(1) Designation, by name and title, of a person who shall be knowledgeable of site specific safety

requirements and be accountable for their implementation and adherence;

- Assignments to be made 01/22/2020 meeting

(2) Provisions for health and safety inspections at least annually for hazard identification purposes;

- KD working on inspection template to be issued 01/22/2020

(3) Performance of audits at least annually regarding the inspection findings; and

- Goal is to have inspections of all location completed and reviewed by last meeting of the 2019-20 school year (June 2020)

(4) Communication of identified hazards, with recommended control measures, to the person(s)

most able to implement controls;

- 01/22/2020 meeting group will discuss how we pass findings of inspections to building

(h) Assist with the identification of necessary safety and health training for employees; and

- As committee becomes educated fully on NFPA, NHDOL and Local / State Health codes we will be able to identify issues of focus – Goal is June 2020 meeting we have plan for training in necessary areas

(i) Assist with the identification and definition of temporary, alternate tasks.

- Refer to SAU HR department policy

Meeting adjourned: 4:40PM