

Keene School District Joint Loss Management Committee

Meeting Minutes

Minute Taker: Marc Trubiano / Ken Dooley

Date of Meeting & Start Time: January 22, 2020 at 3:45 PM

JLMC Representatives (Name & Title):

<i>Management Representatives</i>	<i>Employee Representatives (Non-Supervisory)</i>
Dick Cate – Principal	Charlene Gross – AKT
Joanne Mulligan – Preschool Admin	Penny Lillo – AKT
Marc Trubiano – Custodial Supervisor / Co Chair	Shannon Fuller – PARA
Jan Barry – KCED	Julie Perkins – Custodian
Ken Dooley – KAPS / Chair JLMC	Jen Kiernan – KEA
	Theresa Quigley – KEA
	Katy Luscombe – KEA
	Bridget Lundin - KEA

Lab 603.02: Must have equal numbers of employer and employee representatives or more employee than management representatives

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. Minutes and review of January 8th, 2020 meeting Minutes approved unanimously
2. Confidentiality Form / Attendance (standing agenda item) <ul style="list-style-type: none">- Discussed that at times the committee discusses sensitive and protected information that cannot be discussed outside of this committee- All members attending signed attendance sheet with confidentiality sheet attached.
3. Safety Manual (standing agenda item) <ul style="list-style-type: none">- In the folder is the current version- Dicks question?<ul style="list-style-type: none">o <i>102. Safety Committees if the building Safety committee had to have equal Labor and management than it consists of 2 individuals as there is only 1 management.</i><ul style="list-style-type: none">▪ 102 section was written by the committee – the only regulations for membership that I can find have to do with the JLMC and the equal members from bargaining group etc.

- As far as building level safety committee you can make it members be whomever – it would wise to include as many groups as possible example custodian, teacher, para, tutor, etc..... it does say that you should have the member of the JLMC from that building (at least one) be on the safety committee
- This makes sense so you can have a means of communication between safety committees and the district JLMC

Dick Explained in Lab 102 that there is wording that asks for equal numbers from labors and management. The committee agreed to remove the wording "equal" from this sentence as there is only one member of management in some locations.

- *Responsibilities of Building Principals section e "shall require personnel to obey safety". How about students?*
 - NHDOL (Department of Labor), Lab 1400's, 603's and corresponding RSA's are all related to staff (employees) and the districts work force.
 - Beside the likeness between fire code and Lab 1400 all is aimed towards keeping the "employee's" safe and healthy which in some cases is from students
 - LAB 1400 is called Safety and Health of Employee's
 - No action taken
- *301a 1 and 2 look like they are the same report 8WC*

After discussing with HR and SAU these are the appropriate forms required

Dick clarified his question as to change the name of the form in the Safety manual to match the name that is acutely on the form. To Committee agreed.

- *407 control of work habits providing adequate and constant supervision.*

Discussion as to if this wording fits in a school atmosphere. There is not nearly enough managers to supervise all labor members at all times. There was discussion to remove the word "constant". Ken explained that this directly from the DOL requirements and he would look into if it could be change.

- *603a 2 Building administrators do not have the capacity to formally investigate all injuries. Although it says see section 3 no form is included, it does not say who the report goes to, or what their responsibility is.*

Discussion went on about how investigating all injuries would be too time consuming to some managers. The committee seemed to be divided on this matter. Some people felt it was needed for record keeping and some people felt that they already have to fill out far too many forms.

- *Lab 1403.49 Record Keeping. Who is to keep the annual log? and is it really injuries and illnesses . Is this just staff or staff and students?*

- Lab 1403.49 Record Keeping (reads)
- *A – An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request.*
- *B- Employers having existing records or logs of injuries and illnesses, required by other agencies may provide them to meet this requirement; and*
- *C – The log shall include, at a minimum, the following information:*
 - *1 – Date of injury;*
 - *2 – Name of employee;*
 - *3 – Occupation of employee;*
 - *4 – Description of the injury or illness;*

Committee questioned the word illness and if it applies

4. Next scheduled meeting 2/27/2020 - Move to March?

Committee agreed to move the Feb meeting to March.

Meeting Dates: March 11th, 2020 location Franklin Elementary

May 13th, 2020 location TBD at next meeting

5. Building inspections

Ken Dooley took the building checklist provided by Primex and added the most common NFPA and NHDOL violations to the inspection sheet. This form is in the drive folder. March meeting building inspections will be assigned. May meeting we will review findings.

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

Ken Dooley discussed the importance of meeting and exceeding the minimum requirements in Lab 603.03. An update was provided to the committee on where the committee stands on each requirement.

- Chap LAB 603.03 Action Plan, Assigned Duties, & Responsibilities
 - A – Quarterly meetings – *meeting requirement*
 - B – Minutes – *after website posting will be meeting requirement*
 - C – Elect Chair – *meeting requirement*
 - D – Develop and disseminate to all employees at committee policy statement:
 - *Every employee of the Keene School District have the right to a workplace free from safety and health hazards (Lab 1403.01). The Keene Joint Loss Management Committee is designed to prevent incidents and illnesses, and is established jointly between the employees and management of Keene School District. Unsafe acts, unsafe conditions and incidents all demonstrate a weakness in the management system. This program provides the framework and structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined a well-supervised employee operating in a safe and healthful environment is less likely to have an incident.*
 - E – Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
 - *It is the goal of Keene JLMC to meet at least quarterly, review workplace accident and injury data, conduct annual health and safety inspections of all our buildings, discuss the findings of the inspections, make recommendations to district administration regarding any health and safety concerns and assist*

with the identification of necessary safety and health training for the employees of the Keene School District.

- F – Review of workplace injuries – *meeting requirements*
- 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:

In 2021 budget there is a Safety Officer position which will be instrumental in the adherence piece of this requirement.
Does the committee want to have people from this committee responsible for their sites?
 - 2 – Provisions for health and safety inspections at least annually for hazards identification purposes;

Committee is currently discussing inspection templates and how to conduct inspections
 - 3 – Performance of audits at least annually regarding the inspection findings; and
By June meeting we should have annual inspections completed and ready to discuss the findings
 - 4 – Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;

After inspection – summary presented to building administration, JLMC rep from that building #1 above and copy to JLMC chair
After discussion – JLMC can decide if inspections resulted in information that needs more attention – example – training, notification to the board, or follow up inspection.
- H – Assist with the identification of necessary safety and health training for employees; and
As the committee becomes educated on NFPA, NHDOL and Local/State Health codes we will be able to identify issues – Goal is June 2020 meeting we will have a plan for training in necessary areas
- I – Assist with the identification and definition of temporary, alternative tasks.
Refer to SAU 29 HR Department policy

7. Other: (Future Agenda Items)

Franklin School Inspection will be conducted at the March meeting together as a team.
Workman comp data review for the March meeting.
Invite Monica from Primex to the March meeting to review WC data.

8. Inspection walk through of Jonathan Daniels

The committee as a group walked the preschool section of the building. Ken Dooley and Marc Trubiano reviewed and gave examples of things to be looking for on the inspections.

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: 5:00 PM