

Keene School District Joint Loss Management Committee

Meeting Minutes

Minute Taker: Barbara Kaufmann

Date of Meeting & Start Time: Wednesday, September 18, 2019 at 3:45pm to 4:45pm

JLMC Representatives (Name & Title):

Management Representatives	Employee Representatives (Non-Supervisory)
Barry, Jan (Community Ed Director)absent	Fuller, Shannon (Paraprofessionals)
Cate, Dick (Symonds Principal)	Gross, Charlene (AKT)
Dooley, Kenneth (KAPS President)(Chair)absent	Kaufmann, Barb (KEA)
Logan, Jim (High School Principal)	Gillard, William
Margaitis, Ryan (Middle Asst. Principal)absent	Lillo, Penny (AKT)
Mulligan, Joanne (Preschool Admin)	Lundin, Bridget (KEA)
Trubiano, Marc (Supervisor Custodial)	Luscombe, Katy (KEA)
Yoerger, Patrica (Wheelock Principal) absent	
	Murphy, Joan (KEA)
	O'Leary, Kathleen (KEA)
	Perkins, Julie (Custodians)
	Proulx, Linda (KEOPG) absent
	Quigley, Theresa (KEA) absent
	Kiernan, Jennifer (KEA)

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:

<p>1. <u>Election of Chair</u> - The process agreed upon that the first meeting of the year would be run by the previous Chair, followed by the newly elected chair running the second meeting and subsequent meetings until the new year.</p> <p>Ken Dooley (Director of Buildings and Grounds) and Marc Trubiano (Director of Custodial Services) will be Co-Chairs for the 2019-2020 JLMC. They are both from the supervisory group.</p>
<p>2. <u>Confidentiality form</u> -</p> <p>The form was sent around and signed by those present.</p>
<p>3. <u>Keene Safety Manual</u> - This was completed in the year 2019 school year.</p>

<p>4. <u>Building Inspection Assignment</u> - The committee members will do their own building inspections using a check list that is developed at the Oct. 23, 2019. In future years it is recommended that 1 building rep and 1 person on committee not from the building will inspect buildings. Bill will write a letter to the school principals on the upcoming inspections. There will be a google sheet for committee members to sign up for inspection of their own school.</p>
<p>5. <u>Staff Injury Data</u> - From January 1, 2019 - July 1 2019 there have been 100 injuries. By the end of December 2019 we will have 3 years of data to see the trends of staff injuries. The plan is to review injury data at the January JLMC meeting.</p>
<p>6. <u>JLMC Meetings</u> will be at the Cheshire Career Center conference room at 3:45 4:45. Dates: October 23, 2019, January 22, 2020, May 27, 2020</p>
<p>7. <u>JLMC Recommendation to Employer</u> The JLMC submitted its Recommendation to the Employer in June of 2019 (see attached). George Downing responded to Bill Gillard in the attached letter. The group recommended that the JLMC write a letter back to George Downing requesting that the a specific response to our recommendations within 45 days of the DOL report being received by the District. If portions of our recommendations can be satisfied with the DOL report that is fine, but the Board/District must respond to each individual recommendation made by the JLMC to be in compliance.</p>
<p>Meeting adjourned 4:45 PM.</p>

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

Keene School District Joint Loss Management Committee
43 Arch Street
Keene, NH 03431

June 17, 2019

George Downing
Chairman of Keene Board of Education
193 Maple Avenue
Keene, NH 03431

Chairman Downing,

The Keene School District Joint Loss Management Committee(KSD JLMC) is charged with making recommendations to the Employer to improve the safety of employees working in the Keene School District. The following are the recommendations that the KSD JLMC has come up with to be implemented beginning immediately and continuing through the 2019-2020 academic year.

Employee injuries are increasing at alarming rates within the Keene School District and the KSD JLMC feels that it is necessary for the Employer to complete the following recommendations to begin to slow the occurrence and rate of increase of injuries. The committee agreed upon the following recommendations to the Employer:

1. The KSD JLMC requests the Employer complete a study of all working locations and interview all employees to determine the answers to the following questions and any additional questions whose answers would improve safety of employees in the Keene School District. The KSD JLMC does not have access to the data and information needed to answer the questions below and is therefore requesting that the Employer complete a Comprehensive Safety Study of the Keene School District, its buildings, and its employees.
 - a. Which employment locations/buildings are employees being injured the most frequently? (This data was not provided to the KSD JLMC.)
 - b. Which employment locations/buildings are employees being injured most severely? (This data was not provided to the JLMC KSD.)
 - c. Injuries in the Keene School District are rising drastically. Over the past three academic years the KSD has seen a 286% increase in the frequency of injuries sustained by its employees. There have been more injuries sustained in this current school year than in the previous three academic years combined. What is causing the employees to be injured at an increasing rate? How can these injuries be reduced?
 - d. Injuries due to student interactions occur very often.
 - i. What is the Employer doing to decrease the frequency of these injuries?

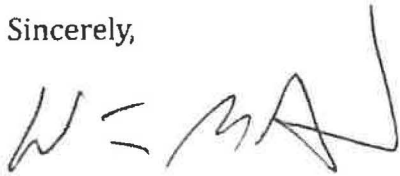
- ii. What Engineering Improvements have been completed to reduce these injuries?
 - iii. What Education and Training have been given to reduce these injuries?
 - iv. What procedures have been adopted to Control Safe Work Habits?
 - v. What measures have been taken to eliminate Unsafe Conditions?
- e. Slip and fall injuries also occur often and at times with great severity of injury.
 - i. What is the Employer doing to decrease the severity of these injuries?
 - ii. What Engineering Improvements have been completed to reduce these injuries?
 - iii. What Education and Training have been given to reduce these injuries?
 - iv. What procedures have been adopted to Control Safe Work Habits?
 - v. What measures have been taken to eliminate Unsafe Conditions?
- 2. The KSD JLMC recommends that the Employer create an additional required Injury Report Form to include the recording of the following data. This data is not currently recording and the KSD JLMC has determined that this data is necessary to make effective recommendations for safety improvements in the district. These records should sent to Human Resources to be compiled and provided to the KSD JLMC.
 - a. What building the injury occurred at?
 - b. Where at the building the injury occurred?
 - c. What type of injury it was?
 - d. How the employee was injured?
- 3. The KSD JLMC recommends to the Employer that it hold professional development and trainings during the school day during the year, for paraprofessionals and tutors, so that these trainings are accessible to tutors and paraprofessionals. Tutors and paraprofessionals are not always available during summer months as many work other jobs and therefore they are not trained in these preventative safety measures.
- 4. The KSD JLMC is recommending to the Employer that it continue to work to become compliant with all NH-DOL regulations. The Employer is currently not fully compliant. The following are items the KSD JLMC will undertake to become compliant.
 - a. The KSD JLMC will be working to become fully compliant with LAB 603 during the 2019-2020 academic year.
 - b. The KSD JLMC will complete inspections of each Keene School District building during the Fall of 2019. The KSD JLMC is recommending that the Keene School District provide release time to complete these inspections during the school day.
 - c. The KSD JLMC is will produce an inspection checklist for Keene School District building inspections.
- 5. The KSD JLMC is recommending the adoption of the provided Keene School District Joint Loss Management Safety Manual. The KSD JLMC will continue updates and

revisions to the Keene School District Joint Loss Management Safety Manual during the 2019-2020 academic year and subsequent school years.

- a. The KSD JLMC recommends ammendments to the Section 9 on Workplace Violence, of the KSD JLMC Safety Manual. This section does not describe in detail the neccessary methods for reducing risk of injury due to workplace violence, however, the KSD JLMC did not feel it had adaquete data or recources to make recommendations for changes to this section this year.
- b. The KSD JLMC is recommending that this section of the Safety Manual is inadequet and hopes that during the 2019-2020 more data can become available to make recommendations to methods for improving safety such as:
 - i. Student to Teacher Ratios
 - ii. Classroom Sizes
 - iii. Specialized Personal Protective Equipment(PPE)
 - iv. Any other methods that are determined to be effective in the Keene School District Safety Study recommended in the beginning of this letter.

Pursuant to Lab 603.04 (a), the KSD JLMC is asking for a written response to these recommendations from the Employer. The KSD JLMC has scheduled its first meeting for the 2019-2020 acadmic year, on Wednesday, September 18, 2019, in the Cheshire Center Conference Room at Keene High School. The KSD JLMC is requesting a written response to these recommendations on our before September 18, 2019.

Sincerely,



William R Gillard
KSD JLMC Co-Chair



Barbara Kaufmann
KSD JLMC Co-Chair

cc: Tim Ruehr, Business Administrator, SAU 29
Nancy Deutsch, Director of Human Resources, SAU 29
Robert Malay, Superintendent of Schools SAU 29



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September 16, 2019

Mr. Bill Gillard
14 Westview Avenue
Keene, NH 03431

Dear Bill,

I have been in receipt of the recommendations that the Joint Loss Management Committee submitted at the end of school year 2018-2019. I am also aware that the Department of Labor conducted an inspection of our district in the spring. The DOL has scheduled a meeting this month with the Superintendent of Schools to go over their findings.

Based on this information, I will be directing the administration to respond to the JLMC recommendations using the findings of the DOL inspection to best develop a comprehensive and prudent plan moving forward with regard to the overall safety within our school district. I will further direct this matter to the Facilities Committee for oversight throughout the school year to monitor progress.

If you have any further questions regarding this matter, I ask that you direct them to the Superintendent of Schools as he will be charged with the implementation of the recommendations from the JLMC in concert with the findings of the DOL.

Best Regards,



George Downing
Chair, Keene Board of Education
gdowning@sau29.org

