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## Town of Warner Joint Loss Management Committee Meeting Minutes

Thursday May 16, at Warner Town Hall

**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.

### 1. Jim Bingham started the meeting at 8:33 am

**2. Attendance:** (*Lab 603.02: Must have equal numbers of employer and employee representatives or more employee than management representatives*)

#### **Present:**

Management: Jim Bingham (Town Administrator) and Nancy Ladd (Library)

Non-Supervisory employees: Tim Hayes (DPW)

**Absent:** Ed Mical (FD), Ronald Carter (PD), and Debra Moody (Town Hall) was at a training.

*Note: this meeting was called at short notice for transition of chairmanship before the Administrator's last day at work.*

### 3. Injury reports

No new injury reports have been received.

**Action:** Jim Bingham will email injury report and incident report forms to each department supervisor, and remind them to file reports promptly via the Selectman's secretary.

### 4. Property damage incident reports

Two property damage incidents are known, and neither involved injuries. It was noted that this committee should review such reports to assess whether there was potential for injury and if so, whether there is a need for training or alerts to prevent injury in future.

One incident involved snapping of a guide wire for a utility pole, which had potential for injuries.

**Action:** The supervisor will be asked to review procedures to avoid similar incidents. The other incident involved damage to the old fire station during snow removal.

**Action:** Jim Bingham will ask Mary Whalen to pass copies of new reports to Nancy for review by the JLMC committee.

### 5. Past minutes

Minutes are on file in the Selectman's Secretary's office. No minutes were created for the November meeting, for which there was not a quorum.

### 6. Chairperson elections and recording of minutes.

Jim Bingham **nominated Nancy Ladd, Library Director as the chair for 2019.** Motion seconded by Tim Hayes. **Motion Passed.**

Nancy agreed to take the minutes for this meeting.

### 7. Safety & Health Training

**Action:** Tim Hayes will contact PRIMEX and look at their website to review trainings available, and discuss with Public Works Director Tim Allen, which would be desirable for DPW and Transfer station employees. Some can be done online. He will ask if there are questions on paper that could be submitted to show independent participation since employee schedules

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vary. Employees are paid for time spent in required training. Nancy Ladd suggested that if schedules allow, online webinars could be viewed in groups using a projector.

To make sure that the Town is compliant with regulations at inspection time and shows good faith in accident prevention, it is desirable to ensure that as many employees as possible attend the recommended safety trainings.

**Action:** It was agreed that the committee will suggest to the Selectboard that if not already included, a sentence be put into the Personnel Manual requiring all employees to attend recommended training, including safety workshops and webinars.

**Action:** Employees will be asked to submit any suggestions for training and any safety concerns or observations.

### **8. Safety Program Manual**

**Action:** Nancy will ask each Department Head if a copy is readily available in their building and if all recently hired employees have seen it, and signed a copy of the safety orientation form.

### **9. Review of Safety Concerns and Recent Safety Accomplishments**

Jim Bingham reported that the ice issue from roof runoff at the Police Department has been fixed.

The similar ice issue at the side of Town Hall will be addressed when excavation is done for the sprinkler system water supply.

Bids and designs for the Town Hall sprinkler system are being discussed by the Selectboard at their May 21 meeting.

Safety drills: These should be held regularly or discussed with occupants of all buildings. Tim Hayes asked about how to ensure the safety of the Old Graded School/CAP building occupants who are not Town employees. **Action:** Tim will check with the Community Action Program office and HeadStart about their safety drills and exit plans. Exit maps will be posted by Tim where needed if not already in place around the building.

### **10. Next meeting**

Nancy Ladd will find out best times for Town Hall, PD and FD employees to meet and call a meeting when Tim Hayes has some information about training topics.

### **11. Meeting adjourned at 9:15 am**

Minutes recorded and submitted by

Nancy Ladd, Library Director  
Chair of JLMC