

## Town of Warner Joint Loss Management Committee Meeting Minutes

Tuesday August 20, 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. Nancy Ladd started the meeting at 8:03 am

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

**Present:** Management: Nancy Ladd (Library Director) and Ed Raymond (Fire Chief) (left at 8:26)

Non-Supervisory employees: Tim Hayes (DPW), Debra Moody (Town Hall), Theresa Buskey (PD admin Assistant), and Kelly Henley (Bookkeeper/HR arrived 8:36 from another meeting)

### 3. Past minutes

Minutes from 5/16/2019 were reviewed and accepted

**Motion:** Tim H., **Seconded**, Nancy

### 4. Injury reports and incident reports.

No new employee injury reports have been received. One incident report was reviewed from June 6, 2019 when a member of the public stumbled at the first step inside the stairwell side door and bumped her knee.

**Action:** Kelly Henley filed a report with Primex and was asked about existing warning strategies. Primex was satisfied with the existing due diligence of orange warning tape on steps and a sign on the door.

**Discussion:** the JLMC looked at the location and discussed other solutions such as moving the door into a new frame further back in the hall, or adding a "platform" between the door and the bottom stair to the left, extending halfway across the existing landing. Building inspector and Primex will be consulted about these solutions to see if they would be practical and/or meet code if more action is desired..

### 4. Property damage incident reports

No new reports submitted

The previous property damage incidents (fire station and Eversource guidewire) have been resolved. Some members questioned why the Town handled the bids and contractor instead of the person responsible and their insurance. Kelly Henley said it is faster and easier to arrange if Primex is the first contact, then Primex contacts the other insurance for reimbursement.

### 5. Safety Program Review:

Nancy passed out copies of a draft revision to the Safety Program. The RSA requires review at least every 2 years. The Program was reviewed in 2017 by committee but last approved by Selectboard in 2015. The committee was asked to review before the next meeting. Nancy will also provide a copy to the Selectboard members for review.

The 2015 version was sent to Phil St. Cyr at Primex who had two corrections to note:

- 1) MSDS Material Safety Data Sheet) is now called SDS (Safety Data Sheet) - corrected
- 2) The Lab 1400 list was outdated and incomplete. The new draft has the updated full set.

## Draft

Other changes proposed in the new draft:

- 3) Move a few paragraphs for better flow
- 4) Remove some paragraphs that duplicate items in the Lab list. (blood-borne pathogens and lockout-tagout.)
- 5) Add policy about protecting from insect-borne diseases (ticks and mosquitoes) and include an informational DHHS handout about Extreme Heat.
- 6) Consider adding to subcontractor policy stronger language about compliance with OSHA and workman's compensation rules.
- 7) Minor edits of language for clarity.

Other suggestions and corrections are welcomed and will be discussed at the next meeting.

### **6. Safety & Health Training**

Nancy had placed copies of lists of free training available from Primex in Department head folders, but has not received any feedback on those.

Verbal feedback from Library and Town Office employees indicated interest in:

- 1) Dealing with difficult people
- 2) Fire extinguishers
- 3) CPR certification is needed for at least one employee at each AED location.

**Action:** Tim Hayes will talk with Tim Allen to select PRIMEX training appropriate for DPW and TRS employees.

**Action:** Nancy will find out who offers the Difficult People workshop and schedule it. Best time was agreed to be mornings starting by 8 or 8:30 am, but not Mondays.

**Action:** Nancy will also find out about training for interactions with people experiencing mental health issues.

**Action:** Ed Raymond (who left early for an appointment) will be asked about providing fire extinguisher training and CPR certification opportunities.

**Action:** Kelly will check employee files to see if all recently hired employees have signed a copy of the safety orientation form.

### **8. Safety accomplishments:**

**AEDs:** The Library now has an AED installed.

A voluntary orientation for AED use was provided by NH Safety Dept. on July 31, 2019 for employees and community. 21 attended.

Arrangements are being made to update the battery and pads for the Town Hall AED. Tim Hayes will move the AED cabinet from its current location to a more visible spot. He has added the AED to his list of items to check monthly.

**Sprinkler systems:** Bids and designs for the Town Hall have been approved and preparations for installation are in progress. Drainage of roof runoff by the side entry will also be addressed during water supply improvements.

The Water District manager arranged for testing of sprinkler and domestic supply **backflow prevention valves** in July. The library has addressed a stuck valve and the valve has passed the retest. The old fire station is having a domestic water backflow prevention valve installed.

## Draft

CAP and PD valves passed the tests, which are required annually (biannual for domestic water) to ensure a safe water supply.

### **9. Review of Past Safety Concerns**

**a) Safety drills:** Tim has confirmed Headstart does do drills and all exit maps/signage is in place.

**b) Doors and stairwells:** Fire Chief Ed expressed concern that doors at Town Hall are still frequently being left propped open, which is a fire control issue. Tim Hayes says he has had to remind some CAP occupants and Town Hall users about keeping stairwells free of objects.

**Action:** Tim will post signs on all Town Hall doors about keeping them closed. Nancy will create these and ask Mary Whalen to remind all groups and boards using the Town Hall to leave doors closed when they leave, and add it to the written instructions.

### **10. Building inspections**

These are required annually for all buildings and are the responsibility of the JLMC.

**Action:** Tim Hayes will meet with Phil St. Cyr of Primex for a walk-through / training for inspection of building safety in September or October. As Facilities Maintenance manager, he offered to be the person responsible for regular safety inspection and reporting. Nancy provided a sample checklist for preparation/ review.

### **11. Next meeting**

Tuesday, October 22, 2019 at 8 am.

### **12. Meeting adjourned at 9:20 am**

Minutes recorded and submitted by

Nancy Ladd, Library Director  
Chair of JLMC