

# JOINT LOSS MANAGEMENT COMMITTEE MEETING

August 13, 2019

1:30 pm

Town Council Chambers

35 Main Street

1. **Call to Order @ 1:39**

2. **Attendance:** Francine Swafford- Chair, Matthew Lavoie- CEO, Donna Fitzpatrick– Admin. , Kim Blichmann– Tax Clerk, Earl Labonte- DPW, Lee Ann Chase- Library, Travis Mannon-HPD, Bruce Kudrick – Sewer, Philip St. Cyr - Primex

3. **Approval of Minutes:**

- Motion to approve minutes of 7/9/19 by Donna Fitzpatrick, 2<sup>nd</sup> by Kim Blichmann, Passed unanimously

4. **Inspections**

- Donna and Kim will be conducting inspection of Station 1 on Wednesday, August 14, 2019.
- Kim to bring list of inspections needed to next meeting.

5. **Workers Compensations Claims:**

- Donna reviewed the fact that even if a claim was denied, the Committee still needs to review for any further safety actions. Not all injuries which occur during the workday are work related. Primex is the final judge on all claims. Did the job contribute to the injury? All injuries need to be filed since at the time employees do not know if it will be approved.
- Committee reviewed one claim but no recommendations/actions were needed. Employee's foot fell asleep while at desk and when employee stood up ankle rolled.

6. **Safety Manual/Trainings:**

- Kim reported that the manual is completed. She will send electronically to Donna who will post on internet and send notification of changes to employees. Email notification and the manual should be posted in breakrooms. Receipts need to be completed by all employees and returned to HR.

## **7. Fall Training (updates on topics discussed at 7-9-19 meeting):**

- Travis reported that Lt. Sargent has been working with André regarding training which should be available end of September or October. (Police)
- Donna will meet with André and get update on progress of training (Fire).
- Matt asked if there was any training available from Primex. Per Philip the below is available:
- Driver Training for Fire/Police/PW.
- Numerous simulated training which can be done at Primex or onsite. List of available training is on their website.
- Donna suggested that Earl look work with Primex re Snow Plow training
- Confined space training is available through Primex. Previously has been done in-house. Confined space training is safety not rescue related. Any training done should include Wastewater, PW and Sewer.

## **8. Other**

- Timber needs to be added to Town's insurance plan. He is employee and vet bills caused by work related incidents would be covered. Donna to contact Primex to add to coverage.
- Donna sent a "shout out" to Earl for the safety trainings he does in PW. Similar to OSHA's "Tool Box" talks. Individual sessions which apply to employee's job are selected and covered in short, individual safety sessions. Attendance sheet is then forwarded to HR for filing. Other departments may want to follow this procedure.

## **9. Adjournment**

- Motion made by Francine Swafford at 2:10pm to adjourn. 2<sup>nd</sup> by Kim Blichmann. Motion passed.