

# **JOINT LOSS MANAGEMENT COMMITTEE MEETING**

**August 11, 2022**

**9:00 am**

**Town Council Chambers**

**35 Main Street**

- I. Call to Order – 9:10am
- II. Attendance – Shawn, Francine, Kim, Ian, Donna, Dana, Ben, Rob
- III. Approval of Minutes – April 11, 2022
- IV. Appointment of New Chair
- V. Inspections - Review Procedure  
Donna – Inspections must be performed July 1st to June 30 22, but Primex goes by calendar year though, so we need to schedule inspections through December.

Dana – We need to inspect main buildings where we have a large volume of public traffic and can self-inspect for smaller remote sites. Ian and Dana need to meet to figure out a schedule of which buildings need to be inspected

Donna – Francine has a list of buildings that need to be inspected.

Dana – reads off buildings to be inspected

Donna – If something is self-inspected, can we get the results added to the main report?

Dana – Self-inspections will use the same template for inspections

Ben – How often?

Dana – Once a year.

Ian – Town hall, with someone from fire or pd to assist

Dana – Police, Fire and Safety Center.

Ian – Who is our PD Rep?

Dana – Brian Roach

Donna – kim and I can do highway recycle and transfer and library

Shawn – ben and I can do sewer

Dana – still need parks and rec, courthouse

Francine – I have never done one, so if I will do one with an experienced partner

Donna – parks and rec is actually a lot because of the stuff the public uses, like the grills and storage areas

Dana – courthouse, parks and rec, courthouse

Francine – I can do courthouse

Dana- I can walk you through it

Ian – ill do the courthouse

Shawn – ben and I will do parks

Kim – donna and I will do highway then

Donna – I have to provide all minutes and all inspections to get a 2.5% discount

Shawn – can I get a copy of the inspection instructions

Donna – yes

Shawn – so if I find any deficiencies, I put it down and mark plans for improvement?

Dana – yes, and Dept of Labor will also inspect and audit.

Donna – they also give a mitigation period, once we get an issue, we have a time period to get them to facility to get them fixed

Dana- we're looking at lights, egresses, slip fall hazards, head hazard, trip, if its institutional we need to put together a plan, put a drop dead date, and introduce a plan or a multi stage plan, if we get bagged by the Dept of Labor, we have a written plan saying we identified it and are working on it

Donna – we had issues with daisy chaining extension cords and fire extinguishers on the floor

Ian – what do we do with our list of deficiencies

Donna – we get them to facilities, and we determine who has time/money to fix it

Dana – if it's a simple fix, like an extension cord, just take it out, if it's a facility issue bring it forward, but if it's a simple fix, just fix it

Ian – do you want the list or put them into facility

Donna – evelyn has the process

Ben – ill follow up with evelyn

Dana – can every one put into it?

Donna – we had that and we got multiple requests for the same thing, so we streamlined it

Dana – we are fast approaching cold weather months, so we need to start preparing sand/salt buckets

Donna – does dpw have a checklist of cold weather like who gets what

Ben – ill follow up with you guys

Donna – the town needs to make sure they are providing proper ppe, and reasonable accommodations like goggles that go over glasses, supervisors need to make sure there employees are wearing ppe or pull them off the job

#### VI. Workers Compensations Claims

Ian – can we turn these into fillable pdfs

Donna – if you want to take that over, feel free

Ben – it might already be

Donna – I got this from phil at primex, where should I send this

Dana – if we put it on the p drive then everyone has access at to it

Francine – I don't think we have access to the p drive

Kim – you should, if fire has access to it, police should

Ben – what do we do

Dana – give us an overview and we determine if it was preventable, discuss prevention

Ben – working in tight location, attempting to fix a broken piece of equipment,

Shawn – corrective action could be farm it out to someone else

Ben – I worked in the construction field and we used to pay everyone for 10 min to stretch as a group before each work day

Dana – is sending out a real corrective action

Ben – it just sends it out of our dept but it sounds like the situation is just unique based on the part the mechanic was trying to fix and I cant think of a better way to deal with the situation

Dana – it sounds like someone was dealing with brush

Ben – it's a separate incident

Dana – the brush incident,

Shawn – its was a thorn

Dana – he was wearing gloves?

Shawn – yeah it was weird, he didn't think it was a big deal, saw the doctor, said it was not problem, but it kept getting bigger

Dana – he was wearing gloves?

Shawn – yeah, they were the heavy cloth ones, but tommy upgraded us to the leather ones

Ian – that's a good corrective action

Donna – so its already taken care of

Dana – the last one is poison ivy

donna – im surprised I haven't seen more

Shawn – theyre getting smarter, im pulling them aside on sites asking them to identify it,

dana – the problem is the oil so if you walk through it and don't know then they tie their shoes 3 days later, you break out

Shawn – we have a pre wash oil we have them put on then we can them wash it off at the end of the day

dana – ian

ian – I think this was just a my foot hurts, and what happens if it hurts worse tomorrow, but it didn't so nothing came of it, just covering his bases

kim – so it wasn't at a call

ian – no, they were at the station, next one ground was unstable due to debris, and he rolled his ankle, but we haven't more since the initial report since may, so it looks like nothing happened, but no possible corrective action, next one was brush fire, there was some oil on the back of the unit accumulated from equipment storage/usage, it was corrected with simple green, its checked weekly, but it may have been hard to spot, black oil on a black bed liner, also it was 2am.

Dana – so you identified and corrective actions taken

ian – yep, next was boots became wet from walking on grass, at 2300, we get a lot of slips even though there are a lot of tread plates etc, it sounds like another documenting just to be safe, but there are no reasonable corrective actions

Francine – you can't put more grip substance on there

ian – they already have a super aggressive gripping texture on there

Dana – the only other one we have is a pd officer

Francine – he was searching a vehicle and got poked by a needle, he was not wearing proper gloves, and was treated and spoken to about using proper ppe

Dana – will these tell us if there is time missed

Donna – this wont

Dana – any questions on injury reports

ian - \$5k? did it cost the town?

Donna – they just keep it open in case its needed

ian – okay so the more specific ones are ones we already paid on

## VII. Other

Dana – well meet back in oct

Donna – our safety manual needs to be updated every two years

Dana – we updated it last year

Kim – the next meeting should be the 13<sup>th</sup>

Donna – June 23 2021, okay so we have start looking at it by the end of this year, and we need to check for any dept of labor updates that may apply

Ian – so try to have our inspections done by the next meeting

Dana – we need have it done by calendar year

Donna – when can we expect our template

Ian – in 2 weeks

Donna – maybe can check with who isn't here and split some inspections up with them

VIII. Adjournment

Ian – kim- vote yes, 1007

(corrected by B. Grotheer 2/9/23)