

## JOINT LOSS MANAGEMENT COMMITTEE MEETING

December 14, 2023

9:00 am

Town Council Chambers

35 Main Street

I. Call to Order 9:05

II. Attendance – Dana Pendergast, Code Enforcement Officer; Donna Fitzpatrick, Human Resources; Shawn Dumont, DPW; Ben Berthiaume, DPW; Francine Swafford, HPD; Josh Hebert, DPW; Kim Blichmann, Tax Collector

III. Approval of Minutes – October 12, 2023

*Motion to approve by Donna, seconded by Ben. All in favor.*

IV. Inspections - Review Procedure

Dana – Ian and I were going to do self-inspections, I will send out an email for everyone for the town buildings. We have a revised form or can use the old forms. Everyone is doing their own building, I will do Town Hall, Ben will do his buildings, et cetera.

Donna – We need from July 2022 through April 2024 for Primex.

Francine – For the Safety Center, Fire will do their side?

Dana – Yes.

V. Workers Compensations Claims

Dana – 1<sup>st</sup> one is a dog bite.

Francine – Responding to a call at someone's house and when he was leaving, the dog bit him.

Dana – Not much we can do about a dog bite. It's on the homeowner to control animal, no corrective action on our part.

Ben – Next, the skid steer with the bucket, individual was exiting the skid steer and it is difficult to get in and out of. Bruised calf and thigh. Sore for a while. Corrective action three points of contact when going in and out, utilize proper way to enter and exit. The other incident was at highway shop, individual reconnecting hydraulic line for plow wing, connection came apart and was loose/leaking, there was pressure and it sprayed into his face and went into his eyes.

Flushed eyes out using station at the shop. Eyes red and sore, dilated. He went to urgent care to get eyes flushed more. Believe they gave him over the counter medicine. Able to go back to work same day with driving restriction, had to wear sunglasses for driving for a few days. Three days later had follow-up. Refilled the eye wash station at the shop after. Corrective action to alert mechanic if there's an issue, have eye protection on.

Dana – Do you hand out eye protection?

Ben – Yes, they should have them either in their truck or in their lockers. We have clears and darks.

Dana – And for over prescription glasses?

Ben – Yes.

Dana – Who is your safety person?

Ben – I don't think we have a designated safety person.

Dana – Urge to reinforce safety/PPE.

Ben – Last one was just yesterday. Person was leaf blowing, backing up and there was a hole in the ground in the walkway, twisted his ankle. He is sore but just took ibuprofen, did not need to go to the doctor, just first aid.

Donna – It could flare up in future so just in case.

Shawn – He requested to take today off to rest.

Donna – That is out of his sick time, the rule is for the first three months it is sick time.

## VI. Other

Dana – We need to go through safety manual. We should be looking at it, for example right now we aren't looking at vehicle incidents, but we should be reviewing those. I think we should, but if others think we don't, then we can talk more.

Donna – Is it electronic or hard-copy, these reports?

Ben – I believe hard-copy.

Donna – I think try it out, reviewing them. Can't hurt.

Ben – What is considered for review? For example, mailbox clippings by plow trucks?

*(Consensus don't need to see those).*

Dana – Let me look and see what we should consider. It says all incidents, both vehicle and personal injury. Anything there is an accident report on.

Francine – Donna do we submit accident reports to you? I scan them to Christine.

Donna – No, still to Christine. We don't need all the details, we can figure it out.

### a. Emergency Operations Plan

Dana – I have some draft copies if you'd like to review and then we can come back to it. I'm sure Police and Fire has some sort of emergency operations plans, but we need one for Town Hall.

Ben – We do have a contingency plan for Recycling & Transfer, not one for the Highway Building though.

Dana – For example this discussed if there's a threat in Manchester, how we could restrict the building and what we would do, how to deal with it. Or if there's a direct threat, or storm incidents. Tried to capture everything. Take a look and let me know comments.

Kim – I can't thank you enough for the work put into this.

Donna – Comment to add administrator or their designee so that he could delegate. Any of the positions would need backup in case someone is out.

Kim – A different comment, my office wanted to ask, we know there is the first aid kit upstairs, but would it be recommended that all offices have one in their office.

Donna – I think take supplies out of the larger kit upstairs and create a smaller kit for departments.

Francine – Police does not have a kit either, we supply our own and just keep an eye on supply levels.

Donna – Another note, we have drafted a policy on weapons and firearms. We will receive comments/feedback in January.

Dana – For that what constitutes large knives?

Donna – Anything work related is allowed still, it makes that distinction.

Kim – So the public can bring guns in, but employees can't?

Donna – Yes.

Dana – The Commissioner of Safety put out that buildings need to review their safety plans following the recent incident at the hospital. Also, Leann and I are working on the grant for the security of this building. There are going to be a lot of upgrades. Access will be restricted, we will have ID cards with different levels, et cetera.

Donna – We have to look at the changing times and news, the amount of shootings.

## VII. Adjournment

*Motion to adjourn by Donna at 9:48, seconded by Dana. All in favor.*