

JOINT LOSS MANAGEMENT COMMITTEE MEETING

Wednesday, March 19, 2008

Present at meeting: Heather Cubeddu (Town Office), Caleb Pike (Fire Department), Scott Greenwood (Transfer Station), Jack Parsons (Code Officer) and Dan Duffy (Selectmen's Representative).

Minutes from the December 12, 2007 meeting were reviewed. Minutes to be amended to include Jack Parsons in those present at the meeting. A motion to accept the minutes with the correction was made. All in favor.

No workplace accidents to review.

Caleb Pike and Scott Greenwood reported on the training they attended on February 26th. Based on the information that was reviewed our JLMC is doing well. Hot topics the Department of Labor is focusing on:

- In fatalities or injury of more than 3 people – reporting to occur within 8 hours
- Review of employee safety from the public with 2 means of egress – use of panic buttons, location of windows etc.
- Are written plans in place for employees to return to work for light duty?

The Committee discussed the need to look at the Transfer Station regarding protecting employees from the public.

Another change for Towns – any municipal building, construction and/or repair work over \$100,000 workers involved are required to take a 10-hour safety class – OSHA

By November of this year, anyone working near the roads will be required to wear a class 2-safety vest.

The training suggested that copies of all reports/recommendations etc. be forwarded to the Board of Selectmen and the JLMC should get them to sign that they have received/read the reports. This makes the JLMC and Selectman more accountable. Caleb suggested creating an accident report kit to be kept in all Town vehicles.

The Committee discussed trying to schedule a 4-hour CPR training class for employees. The dates discussed were Tues., April 29th or Wed., April 30th, 12-4 PM. Will wait to hear back from the Transfer Station as to availability.

Signs needed:

2 for Transfer Station re: Water not potable

3 for Fire re: Water not potable

12 signs – Notice: Keep this area Clear

Heather will fill out the report to Primex regarding the Transfer Station before April 1st. Scott provided his notes – will contact Fred with other questions.

Dates for Annual Inspections scheduled:

Monday, June 16th at 1:00 PM:

Town Office

Police Department

Town House

Fire Departments

Wednesday, June 18th at 1:00 PM:

Transfer Station

Highway Dept.

Library

Town Beach

At approximately 1:50 PM the meeting was adjourned.

Respectfully submitted,

Heather Cubeddu