# TOWN OF MILFORD

## JOINT LOSS MANAGEMENT COMMITTEE

**MEETING MINUTES**

**Tuesday – June 7, 2016**

**Milford Police Department**

**9:00am**

**Present:** E. Schelberg (AMB); R. Riendeau (DPW); R. Works (DPW); K. Blow (HR); J. Trafford (LIB); M. Sampson (LIB); J. Kelly (MFD); J. Smedick (MFD); D. Campbell (MPD); M. Viola (MPD); P. St. Cyr (PRIMEX); J. Kohlmorgen (REC); K. Jensen (WWTF).

**Absent:** M. Bender (ADMIN); J. Mayhew (AMB); L. Daley (B&P); J. Johnson (MACC); J. Young (WWTF).

**Call to order: K. Blow called the meeting to order at 9:02AM.**

**Approval of Minutes:** K. Blow made a motion to approve the March 1, 2016 meeting minutes; 2nd by E. Schelberg. All in favor.

**On-going business:**

**Update on the Loss Prevention Manual**: K. Blow distributed the updates to the JLMC Safety Manual as well as a sheet detailing the outstanding questions regarding the manual.

* Page 6: JLMC will post a year’s worth of JLMC Meeting Minutes on HRconnection
* Page 10: The Dept of Labor (DOL) does not require a checklist for facility inspections; they do require that we keep records noting any deficiencies and dates of repair. Primex and DOL have checklist templates in the event an Inspection Committee Chair does not have experience in facility inspections.
* Page 12: Cut reference to “section 11” and just refer to pages 16-19.
	+ Action: Department Heads need to start reviewing the Communicable Disease Procedures with all employees on an annual basis!
* Page 22: On file at DPW
* Page 31: Log at each facility for Slips, trips and falls – refers to everyone whether they’re a town employee or not. Should include date of injury, injury, treatment and note if any work time was lost as a result.
* Page 33: Safety Data Sheets - **\*must retain for 30 years\***
* Action Item: Duties of Chair, Vice-Chair, etc
	+ K. Jensen will review prior version of email and bring suggestions to our next meeting.
* All full and part time (including seasonal) employees should be directed to HRconnection for the newly revised Loss Prevention Manual. Each department head should have every employee sign an acknowledgement sheet (located on HRconnection) indicating they have reviewed the manual. Acknowledgment sheets should be forwarded to the HR Department.

**Reports of committees**

* **Accident Investigation Committee**: (R. Riendeau, Chair). Reviewed 6 accidents (head injury; rolled ankle; two facial injuries; twisted ankle; hand injury). One of the facial injuries was due to an object protruding from a building; object was relocated following the injury. All other injuries were purely accidental.
* **Facility Inspection Committee**: (J. Smedick, Chair). The library facility was inspected with special attention to the collapsed 1950 portion of the ceiling onto exposed wiring – all resting on the 1986 suspended ceiling. The related collapse of old insulation on top of the wiring was also inspected – as was the age of the wiring itself (1950+). Recommendation: “While the exposed wiring was code years ago, current codes require it to be in MC above suspended ceilings. I believe that the old ceiling and insulation should be removed and the insulation be replaced with more modern and energy efficient product. This will remove the potential of the old ceiling collapsing the suspended ceiling and the potential for issues with the exposed wiring. I do not believe that the romex needs to be placed in MC (metal clad?) at this time.” Unrelated sewer backup issues in the building have been remedied.

**New Business: None**

**Roundtable:**

**P. St. Cyr:**  Primex will be offering Advanced driver training – sign up asap. There was a great turnout for the annual conference. Primex has a new training facility (The Foundry) – stop in when you’re in the area. There’s a Fire Symposium coming up at the Grappone Center – can sign up online @ Primex. NH is only 1 of 4 states which has not had an active shooter incident.

**K. Blow** – Please be consistent when reporting injuries; fill out the Accident Form within 3 days of injury (that’s the form that goes to the Accident Review Cmte). There are several upcoming harassment trainings for town staff. Everyone will need to do a Slip/Trip/Fall training by the end of 2016 per the recommendations noted by Primex on the 2016-01-01 Milford Prime Benchmarks report.

Kris Jensen – A Milford resident expressed concern about people sorting recyclables – he noted they don’t seem to be wearing protective eyewear and there’s the potential for injury (R. Riendeau responded that appropriate protective gear is on site for these staff members).

**Motion to adjourn 10:03 by R. Riendeau; 2nd by M. Viola. All in favor.**

**Next meeting: September 6, 2016, 9AM @ MPD.**