Joint Loss Management Committee  
Meeting Minutes  
Town Hall  
May 21, 2019  

Present: Dan Sturgeon, Recreation Department; Walter Johnson, Town Administrator; Scott Sorell, DPW; Peter John Police Department, Katie Joyce, DPW; Norm O’Neil, HR  

Absent: Kelly Marsh Fire Department; Ken Filpula, Transfer Station  

Call to order @ 9:05 AM  

Approval of Minutes of previous meeting January 15, 2018: Approval of amended minutes; All in favor.  

Business:  

Review of Incidents – DPW employee received a large sliver in Right hand while unloading brush from a truck. Discussion followed about the importance of wearing safety equipment that is provided. New gloves have been purchased and a reminder will go out to all to wear appropriate safety equipment provided.  

Facility Inspection Assignments, Forms and Guidelines  

Dan – Transfer Station  
PJ – Recreation and Facilities  
Walter – Function Hall  
Norm – DPW Highway  
Ken – Library  
Katie – Town Hall  
Scott – Public Safety Building  

Forms will be provided based on the recommended form from Primex and NHDOL for larger facilities. To be done by July 1, 2019 @ 4 PM. Walter will forward recommendations to department heads as a part of July department head  

Review JLMC Internet Page & Link – The Chair used a laptop and the projector to call up the JLMC page on the Town’s website and review the different parts of the new and improved page. Thanks to Alison for her assistance in putting it all together. The chair encouraged members to log on the site as well as promote its use within their respective departments. The Town Administrator indicated we should do the same at the next department head meeting. Norm noted that Katie and Chris were working with Rick Alpers to coordinate back injury prevention before July and that Chief Bengtson would do the same for public safety.  

Written Safety Plan  The written safety plan was re-formatted by Alison, no changes were made. Norm will ask her to place the reformatted plan on the page.
Wellness Katie reviewed the following Wellness issues:

Safety & Wellness Fair & Flu Shots – We need some dates for the fair in order to request flu shots from HealthTrust. Various days and dates were discussed. The committee agreed on 9/17, 9/24 and 10/1 as possible dates for the fair and clinic. Katie will submit the application for flu shots. The Town Administrator agreed the town would pay for flu shots for those who did not have health insurance acceptable to the vendor. Katie will work out the arrangements with HealthTrust or the vendor.

Purell Stations – Katie and Chris developed a plan to put Purell stations at additional locations for a reduced cost. They are $13 per station and there will be 7 new stations at various locations throughout the town. It will be charged to either JLMC or the Wellness budget. Katie will also report to HealthTrust on this initiative as part of the Wellness program.

Coordinator Workshop Review Katie attended a Wellness Coordinator workshop earlier this month. They had various suggestions. Two that were discussed were to have a day of golf and food or to hold a softball game and cookout. The committee agreed by consensus that although golf was a great idea for some the softball suggestion would appeal to a wider range of employees. Katie will develop details to do so after work from 4-7 sometime in September.

Informational Items:

Primex – Training calendar was reviewed. It is recommended that JLMC members share the links with their staff.

Next meeting, August 27th @ 9:00 AM.

A motion to adjourn was made by Walter and seconded by Katie; all in favor.