

**PELHAM SCHOOL DISTRICT – SAU 28**  
Pelham, New Hampshire 03076  
**JOINT LOSS MANAGEMENT SAFETY COMMITTEE**  
**April 8, 2014**

**APPROVED MINUTES**

Attendance: Steve Martin, Business Administrator; Deb Mahoney, Asst. Business Administrator for HR; Jenn Meskill, SAU Admin. Assistant; Alan Miller, Director of Facilities; Barbara Campbell, PHS Nurse; Stefenie Cote, PES IA; Jodi Jones representing Linda Kubit, PES Food Service Manager; Stacy Maghakian, PMS Asst. Principal; Karena Carten, PMS Teacher; and Joe Perigny, PHS Custodian.

**Call to Order**

Mr. Martin called the meeting to order at 3:15 p.m.

Member introductions were made. The members of the Joint Loss Management Committee include:

- Steve Martin, Business Administrator, [smartin@pelhamsd.org](mailto:smartin@pelhamsd.org), Co-Chair
- Deb Mahoney, Asst. Business Administrator for HR, [dmahoney@pelhamsd.org](mailto:dmahoney@pelhamsd.org), Co-Chair
- Jenn Meskill, SAU Admin. Assistant, [jmeskill@pelhamsd.org](mailto:jmeskill@pelhamsd.org)
- Alan Miller, Director of Facilities, [amiller@pelhamsd.org](mailto:amiller@pelhamsd.org)
- Stefenie Cote, PES IA, [scote@pelhamsd.org](mailto:scote@pelhamsd.org)
- Linda Kubit, PES Food Service Manager, [lkubit@pelhamsd.org](mailto:lkubit@pelhamsd.org)
- Stacy Maghakian, PMS Asst. Principal, [smaghakian@pelhamsd.org](mailto:smaghakian@pelhamsd.org)
- Karena Carten, PMS Teacher, [kcarten@pelhamsd.org](mailto:kcarten@pelhamsd.org)
- Barbara Campbell, PHS Nurse, [bcampbell@pelhamsd.org](mailto:bcampbell@pelhamsd.org)
- Joe Perigny, PHS Custodian, [jperigny@pelhamsd.org](mailto:jperigny@pelhamsd.org)
- Carl Wiswell, School Board Representative, [carlwiswell@gmail.com](mailto:carlwiswell@gmail.com)
- Monica Panait, Primex Representative, [mpanait@nhprimex.org](mailto:mpanait@nhprimex.org)

**Purpose of the JLMC**

Members discussed the purpose of the District's JLMC committee. Mr. Martin summarized that the JLMC's primary purpose is to ensure that the Pelham School District has a safe working environment, review workers' compensation loses to ensure requirements are being followed, that appropriate actions were taken to correct the cause of the injury (if applicable), and to identify trends and recommend appropriate corrective actions or training be taken. The JLMC does not replace the school safety committees nor is it an oversight of those committees. The JLMC can be used to elevate major safety issues to the Board should budgetary constraints be an issue.

## **Review of Loss Reports**

The committee reviewed the loss reports since July 1, 2013. Slips and falls, lifting and a staff member being struck by a falling pallet were identified as the major areas of losses for the school year. The committee discussed each loss and determined that appropriate actions were taken. Mr. Martin also discussed the findings of his review of prior year loss reports and slips/falls and lifting were the majority of the causes. Mr. Martin stated that the committee's goal should be to put programs and training in place that will make all staff safety conscious so that losses are minimized.

## **Building Safety Walk-Throughs**

Mr. Martin covered the process and forms to be used for the annual building walk-through safety inspections. During the discussion, PES stated that they just completed their own safety walk-through using forms similar to the JLMC forms. The committee agreed to use that recent inspection for PES' required walk-through. Mr. Martin requested that all three schools plan on a May 2015 safety inspection as part of the JLMC required walk-through next year and plan their own building safety inspections accordingly. He also stated that any safety issues identified during the walk-through must be entered into School Dude so that facilities will have a record of issues that needs to be fixed. The completed building walk-through safety reports along with the principal's certification of completion are due back to Mr. Martin in electronic form prior to the next JLMC meeting.

## **Other Business**

The committee discussed action items that they felt needed to be looked at by the JLMC. These included:

- The District Safety Plan. It was determined that the safety plan will be updated during the 2014 – 2015 school year.
- Substitute orientation. A plan needs to be developed that will provide substitutes a safety orientation at the building level.
- Incident Reports. The district needs to develop a consistent incident report to be used across the district.

## **Next JLMC Meeting**

The next meeting of the JLMC was scheduled for Wednesday, June 4, 2014, at 3:15 PM at the SAU conference room.

## **Adjourn**

The meeting was adjourned at 4:25 PM.

Respectfully submitted,

Stephen F. Martin

Co-Chair