

**PELHAM SCHOOL DISTRICT – SAU 28**  
Pelham, New Hampshire 03076  
**JOINT LOSS MANAGEMENT SAFETY COMMITTEE**  
**September 24, 2014**

**APPROVED MINUTES**

Attendance: Steve Martin, Business Administrator; Deb Mahoney, Asst. BA for HR; Barbara Campbell, PHS Nurse; Karena Carten, PMS Teacher; Stefenie Cote, PES IA; Linda Kubit, PES Food Service Manager; Jenn Meskell, SAU Admin. Assistant; Alan Miller, Director of Facilities; Joe Perigny, PHS Custodian; and Monica Panait, Primex Representative.

**Call to Order**

Mr. Martin called the meeting to order at 3:20 p.m.

Member introductions were made.

**Approval of Minutes**

The minutes from the June 4, 2014 JLMC meeting were distributed, reviewed and approved.

**Review of Loss Reports**

The committee reviewed the loss reports between June 3, 2014 and September 24, 2014. There were four loss reports, two student interactions and two custodial events. The committee discussed each loss and determined that appropriate actions were taken. However, the committee agreed that we need to regularly schedule refresher training in proper lifting procedures. The committee discussed the concern about the safety issues due to the behavior of CPI students.

**Emergency Management Guidelines**

Ms. Campbell raised a concern regarding the PHS emergency management plan during the addition and renovation project. Mr. Miller took the action item to bring the plan for committee review in the December meeting.

There was further discussion about whether each school's emergency management guidelines were consistent across the three schools. This is important given we do have staff that work in more than one building. Members were asked to bring a copy of each school's guidelines to the next district safety committee meeting.

## **Other Business**

We discussed the benefits of implementing a program to bring safety awareness more visible to the staff. An example would be a monthly award for some action. Committee members were asked to email Mr. Martin sample questions that might be used in a monthly "safety quiz".

A question came up on whether staff working outside of their normally scheduled hours was covered by workers' compensation. The response was yes.

A question came up regarding safety supplies stored in the schools such as blankets, flashlights, food, etc. Mr. Miller agreed to present this request to the district's emergency management committee and will advise the JLMC committee in the future.

A concern was raised that staff were not aware on how to submit facility work orders in School Dude. Mr. Miller will re-send the written instructions again to all staff.

A question on a hepatitis B protocol was raised. Ms. Mahoney stated that she was working on a policy and protocol and that they would be done shortly.

## **Next JLMC Meeting**

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

## **Adjourn**

The meeting was adjourned at 4:30 PM.

Respectfully submitted,

Stephen F. Martin

Co-Chair