

PELHAM SCHOOL DISTRICT – SAU 28
Pelham, New Hampshire 03076
JOINT LOSS MANAGEMENT SAFETY COMMITTEE
June 1, 2016

DRAFT MINUTES

Attendance: Deb Mahoney, Business Administrator; Joan Cote, Director of HR; Stefenie Cote, PES IA; Linda Kubit, PES Nutrition Service Manager; Jenn Meskell, Administrative Assistant; Stefanie Cote, Instructional Assistant; Deb Ryan, School Board Member; Monica Panait, Primex; Alan Miller, Director of Facilities, and Joe Perigny, Lead Custodian PHS.

Call to Order

Ms. Mahoney called the meeting to order at 3:17 p.m.

Approval of Minutes

Motion made by Jenn Meskell, 2nd by Joan Cote to approve as written the minutes from the March 16, 2016 JLMC meeting. The motion was approved by the committee.

Review of Loss Reports

The committee reviewed the loss reports between March 8, 2016 and May 31, 2016. The review covered Sixteen (16) incidents of which they were broken out in the following categories: three (3) were student interaction-related; five (5) were struck by incidents; one (1) was internal contact; three (3) slip/fall -inside; one (1) burn incident; one (1) stress report; and two (2) walk/run incidents. Ms. J. Cote walked the committee members through the incident report information and led the discussion. We have been seeing a decline in the number of incidents and we are seeing less hazardous student issues to address. Ms. Mahoney asked if the student interaction incidents categories were for intentional and/or accidental and Ms. Panait stated that the category is typically used with behavior or out of controls student incidents and not for an unintentional trip.

The team discussed the corrective actions implemented for sharp objects in dish washing areas of the Nutrition Services Department. Ms. Kubit explained that there is a new practice to place sharp items in designated areas and not mixing the sharps with other items.

When discussing the missing incident reviews for the Nutrition Services Department, Ms. J. Cote reported that she would follow up with the department director for these reports.

There were no major issues or causes that required additional review or recommendations by the committee.

Review of the Safety Manual

Ms. Mahoney asked if any committee members had any questions or comments on the Safety Manual. Ms. Kubit asked if employee badges should be collected each year. Ms. J. Cote explained that it is a best practice to collect ID Badges from employees when they leave employment, just as we do keys and other equipment.

There were no changes to the manual recommended by the committee.

Ms. Panait recommended that a Safety Manual review log be kept to document and record the reviews and updates of the manual. Ms. Mahoney volunteered to create the log and that it is maintained at the SAU office with other JLMC records. The first entry will reflect the date of 6/1/2016 with no changes.

Review of Annual Building Safety Inspections

Ms. Mahoney reviewed the items identified as concerns at Pelham Memorial since the representatives were not present. Many of the items identified are included in the FY2017 budget for repair, replacement, or upgrade. Items included entrance sign replacement, repair lockers, gym door delaminating and damages, restroom fixtures need replacement, and there were some organization/clutter notes as well to be addressed as well.

Ms. S. Cote reviewed the items identified at Pelham Elementary. The far wall of the gymnasium has a cable cover that needs immediate replacement. A maintenance ticket was placed.

Mr. Perigny reviewed the Pelham High School and noted issues due to the on-going renovation project. There was a concern about the number of fire extinguishers being available, this was questioned as a valid concern when there is such a large number of new extinguishers being installed at the school. Additional concerns are being monitored by the project committee and addressed as they arise.

Ms. Mahoney reviewed the status of the evacuation chair at Pelham High. It has been delivered and installed. Training with the Pelham Fire Department has begun and will continue in the coming weeks.

Other Business

Ms. Ryan thanked everyone for their hard work this year.

Next JLMC Meeting

The next meeting of the JLMC was not scheduled, but will take place in the next school year.

Adjourn

The meeting was adjourned at 4:04 PM.

Respectfully submitted,

Deborah Mahoney, Co-Chair