

**Town of Northumberland**

**JLMC Committee**

**Draft Meeting Minutes**

**Dates: Thursday, June 20th, 2019**

**Place: Town Office – 19 Main Street**

**Time: 12:30 to 1:00 P.M.**

**Management Committee Members Present:** Jim Gibson, Robin Irving

**Employee Committee Members Present:** Samuel Oakes, Elaine Gray

**Others Present:** James Weagle, Board of Selectmen and Becky Craggy, Safety Process Coordinator

**Craggy opened the meeting at 12:35 pm**

**Acceptance of 3/28/19 meeting minutes:** Craggy asked for a motion to approve the March 28th, 2019 meeting minutes as written.

Motion by Gibson to approve minutes as written, seconded by Gray.

Motion carried 4-0

- **Review of annual Safety Summary filing with Dept. of Labor:** Craggy explained to the committee this form is filed cyclically with the NH Department of Labor and highlights aspects of functions of the committee and lists it's members and the on-going safety process projects. Craggy submitted this on 12/28/2018 and has not heard anything from the DOL, so she is assuming everything was ok with the filing. There were no questions regarding this. There were none. Craggy said it is a pretty straight forward submission.
- **Follow up of door light at Town Office:** Craggy said she had seen Ron Caron a couple of times since last meeting about the light. It is on his radar to do and he plans to install motion sensors on all of the exterior lights that do not have them, he said it would be more cost effective to replace these when we needed to versus a timer set up.  
Craggy said she emailed Linda yesterday to follow up on where he was at with this, but had not heard back at the time of this meeting. Craggy state she would keep the committee apprised of the progress.
- **Discussion of safety items to accomplish in 2019:** Craggy said at the last meeting a form was distributed which was a great idea to get feedback from committee members about safety items they would like to see accomplished in 2019.

1 member plus two others submitted forms. Craggy stated she put a blank one in today's packet, so attendees who had not filled one out, could if they wanted to.

Craggy went over the first one received which was from Kennett. She stated the

following:

1. Commercial rugs in front of the town office back door and at 10 Station Square (or at least get someone to keep them clean - winter hazard). Discussion ensued at Weagle's suggestion of may be checking with the banks to see who they use. It was also mentioned to check with the uniform company the highway crew uses. Craggy to follow up on.
2. Roofs over ramps at 19 Main St. and 10 Station Square. There is ongoing discussion regarding this project.
3. Lights at the back door entrance working. Covered earlier in follow up discussion of this.
4. Better view of people coming into the Town Office. Craggy said a project was started Monday, that hopefully will conclude in the next week or so and will help with this situation. Craggy mentioned contractor needed to get his masonry bit to finish some work downstairs.
5. "Mental Health Safety", discussion ensued with the committee, office staff feels this has been resolved at least for the time being as all seems to be going more smoothly. Discussion ensued about training and workshops for employees that cover how to handle situations like this with co-workers.

The second form submitted was from Craggy. Craggy said everything she listed was mentioned above with the exception of discussion at a meeting in 2018. The committee voted to budget for and schedule a risk management professional come to give training to employees about handling situations with residents that could escalate into confrontational issues. After discussion by the committee it was decided to try to schedule this training sometime in the third quarter. Craggy to work on.

The third submission came from committee member, Paul Perras. Perras informed the group he has completed a safety training and would offer any help the group may want from him in the future.

He also listed on his form, which was not discussed openly, about making the Transfer Station handicapped accessible and a report of any prior accidents he may need to know about that happened at the Transfer Station that he should be aware of.

Plus, he has done a safety self inspection of the facility as required by NHDES and will be working on the safety issues found from that inspection.

Craggy mentioned in the packet she passed out, there is a blank sheet in case anyone else wants to list projects for 2019, they would like to see accomplished.

- **Review of First Reports of Injury (2)** The committee reviewed the 2 first reports that have occurred in the first and second quarters of this year.

1. Craggy explained the first accident occurred on 4/7/19. Employee was working on sewer back up. Employee went to life manhole cover and felt lower left side of back give, just above the hip area.

Craggy stated according to the report, employee received no medical treatment, self

treated, there was no loss of time and seems to be ok and healed from the incident. Craggy asked the group what could be put in place to prevent this from happening. From discussion with the employee all appropriate lifting techniques were in place.

Weagle suggested maybe a belt to wear as support. Gray asked how much do the manhole covers weigh? Someone answered around 100-150 lbs.

It was asked and discussed if they use a lever or tool to lift. Committee thought this could be suggested as well, if something is available.

2. The second first report reviewed was from an accident that occurred on 3/4/19. Employee was leaving building, walked out into parking lot area and slipped and fell on the ice injuring left knee, hip and elbow. Craggy stated employee received no medical help, self treated and seems to have no issues with injury, no loss time.

Discussion ensued about what could be improved upon, so that this would not happen in the future. It was discussed about approaching highway to see if they could sand/salt the "traveled" areas more thoroughly this upcoming winter. Appropriate footwear was discussed as well.

Craggy said she would complete the assessment forms for these two incidents.

- **Any other business to be brought forward:** Craggy asked if anyone had anything else they would like to bring up?

Irving said, I have mentioned this before about CPR training for Town employees. Discussion ensued about timing. Gibson said pretty much anytime we want to schedule it. It was decided with vacation schedules, risk management training, they 4th quarter of this year might be better.

It was asked if there was a cost? Oakes and Gibson said \$17.00 for a two year certification. They would like about 2 to 3 weeks notice if possible. It can be done over at the meeting room at 10 Station Square. Gibson said it takes about 4 hours for training. Craggy asked if there were any upcoming classes? Gibson said none scheduled, he can schedule anytime. Craggy asked so the certification stays with the employee who obtains it wherever they go? Gibson said yes.

Irving mentioned at least one from each department should be trained. Gray also mentioned about training on the AED at the office, Oakes and Gibson said training on the AED is also included.

- **Adjournment:** Being no further business Craggy asked for a motion to adjourn.
- Motion by Gibson, seconded by Gray.

Motion carried 4-0.

Meeting adjourned at 12:58 pm

**Next Meeting scheduled for Thursday, September 26th at 12:30 pm**

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