

Town of Bristol

Joint Loss Management Committee Meeting

APPROVED

Thursday, March 4, 2010

Attendance:

Committee Members Present:

Jeff Chartier, Mark Bucklin, Christina McClay, Chief Steve Yannuzzi, Ben LaRoche, Peggy Petraszewski, Paul Weston, Gylene Salmon, Chief John Clark

Committee Members Absent:

Ken Pelletier

Minutes:

The December 10, 2009 minutes were not ready for review and will be brought to the next meeting.

New Business:

Discuss new JLMC Safety Manual - distribution:

According to the State, all employees are required to receive the updated and approved manual. All full time employees should receive a binder with a required signature page that indicates they have received, read and understood. All part time employees or call payroll personnel should at least sign off that the policy was read and understood. Extra manuals/binders will be made up and will be ready for any new hires. Gylene Salmon will work with Kelly Lacasse to accomplish, as it was recommended that the Joint Loss Policy be redistributed with the Personnel Policy.

Review and Discuss State Inspection:

The State Auditor came back and reviewed all violations previously indicated. The Town has been cleared of all violations. GREAT JOB to everyone for their effort. The Committee would also like to thank Gylene for her effort in organizing and coordinating through this whole process. Paul Weston stated that he was thankful that all staff and especially Gylene stepped up to the plate to get it done.

It was further discussed on how to keep this from happening again by being proactive. Suggestions ranged from asking the State to come back each year to asking the Local Government Center to visit the Town and the Committee on an annual basis. It was agreed upon that it ultimately falls to the Department Head to make sure that the manual is being followed.

In addition, it was discussed about prior documentation from JLMC and this documentation not being acted upon or fixed. Per the requirement of the audit, it was determined that we need to meet more times a year, more than the quarterly schedule the Committee is doing. Therefore, these additional meetings would allow for training of the Committee, additional inspections, etc. The plan is to do more inspections, be consistent and meet with LGC annually and to be more proactive. Gylene will contact Bill Cote to get his input and will add him to the mailing list for all meetings.

Review New Employee Injury Form/New Worker's Compensation Plan and Forms:

It is very important that Department Heads are making sure that the forms are being turned in on time. The First Report of Injury must be completed with 24 hours of the incident/injury. The Human Resources Office will have a centralized log in order to record the information regarding the injury and when approved for return to work. The Department Heads need to notify Gylene when an injury occurs in order to keep JLMC up to date. No miscellaneous information will be discussed, but only the specific injury. The log previously mentioned will be brought to each JLMC meeting. Currently the Human Resource functions are within the duties of Peggy in the Accountant Office, but future plans are to transfer these functions to Kelly Lacasse in the Executive Assistants Office. Kelly will begin attending once the planned transfer is complete.

Worker's Compensation Review:

Fire Department had a back injury/strain with no loss time from cleaning the trucks during a training night. The issue was caused from lifting heavy equipment. It was believed that the last loss of time incident was from a Kelley Park injury over a year ago.

Mark Bucklin added that the new backhoe has forks for heavy lifting and that Departments should keep this in mind for future.

Paul Weston mentioned that it would be good to some type of celebration with the employees, as it has been over a year since the last loss of time injury.

Discuss Future Training for Town Employee's as well as JLMC Members:

All Town Employees should receive Sexual Harassment, Bloodborne Pathogens, and Violence in the Workplace. There are also more specific trainings per Departments. Suggested that it could be a once a month training by splitting crews in the morning versus the afternoon, but members feel that it is better for all employees to attend one day in order to keep the information the same across the board. Gylene will check with LGC regarding taping the first course class and being able to offer certification to those employees that view the class. She will also check for guidelines/options, such as in house instructors, video offerings, or training JLMC and having each member train the other staff. It is estimated that to complete all required trainings would be a total of 8 hours.

Concerns regarding getting employees to the training were discussed. We should mandate the training and give time frames for completion. The Committee needs to track the trainings, make sure completed and scheduled yearly.

Old Business:

Discuss JLMC Budget:

Currently the JLMC budget is set for \$1. Paul Weston indicated that the money would be found somewhere as we are required to do this, so the Committee should move forward. Joint Loss should be thinking out of the box with regards to budget.

Other Business:

Certain street signs will need to be changed. T-square will be looking at reflect-ability and the students can come back to assist the Town. Primex also has some offerings but believe it would be a charge.

Local Government Center (LGC) is better for training and offers more complete, better variety and free training.

Reflective jackets – JR's Discount has jackets for \$40 fleece lined.

Paddles – anyone out in the road directing traffic for an extended time is required to use Stop and Go paddles. The law is coming out soon and there will be Federal and State grants to be used for flag person, such as police special details, etc. Penta Corp uses private flag companies. Public Works discussed that they are all using vests and proper signage. The Police Department also has three (3) paddles to use in each patrol car.

It was mentioned that we all need to look out for each other and not just as a supervisor, all employees need to take action to make sure we do things right.

Water/Sewer commented that there have been a lot of needles in the stream lately and that the workers are getting exposed when cleaning out the pipes to punctures. Ben Laroche will research and write up a posting to help educate people in proper disposal for the Newfoundland Access TV and for the Town's website. Chief Clark mentioned that there is a prescription drug summit coming up and that he would send the information to the Fire Chief. Jeff Chartier will look into strong gloves to prevent puncture, etc., and also contact bigger cities to get their input. The next meeting is scheduled for May 20, 2010 at 12:00.

Gylene made a motion to adjourn the meeting; Christina seconded the motion, the motion passed. The meeting was adjourned at 13:15 PM.

Respectfully Submitted,