

Town of Bristol

Joint Loss Management Committee Meeting

APPROVED

Thursday, September 22, 2011 – 12:00 p.m.

Attendance

Committee Members Present: Mark Bucklin, Michael Capone, Kelly Lacasse, Michael Lewis, Ken Pelletier, Gylene Salmon, Keith Sullivan and Steve Yannuzzi.

Committee Members Absent: Jeff Chartier and Ben Laroche.

Minutes

The minutes of June 23, 2011 were reviewed. Steve made a motion to accept the minutes as written, Mark seconded the motion, the motion passed.

New Business

Michael C. told the Committee that Kelly would now be representing the town office as the employee representative as she had taken over the duties of human resources. Peggy and Christina will no longer be serving on the committee.

The Committee reviewed an injury which occurred in the Solid Waste department. An employee was burned and will be out of work on workers comp for quite some time. A review of the procedures was done by our insurance carrier. A discussion on the injury and safety safeguards followed.

A discussion followed on the JLMC Handbook. There needs to be regular updates to include new policies.

The Forest Ranger indicates that there needs to be commercial burning permits for the transfer station.

Discussion on proper clothing, protective gear being provided and used. The committee feels that proper training and written policies are necessary, though there needs to be common sense on the part of the employee. A lengthy discussion followed.

There was a suggestion that maybe a simple poster with directions needs to be posted for certain jobs.

The JLMC Manual needs to be given and signed off on by all employees as part of their hiring process. The committee discussed their budget in regards to safety items.

Mike L. made a motion to purchase the required chaps, eye and hand protection, etc. for the Highway (Solid Waste) Department, Steve seconded the motion. The motion passed.

Old Business

The committee discussed the 2012 Budget. Steve will get a quote to tie in the Town Office building with the Fire Departments main box. Discussion followed on the garage doors at the Fire Department and Highway Department. Gylene will work on a list of items that need to be addressed that are employee safety concerns.

A discussion followed on the Old Town Hall. Michael C. indicated that the Selectmen are currently discussing and will be making a decision on that building.

The next scheduled JLMC meeting date was set for December 15, 2011 at 12:00 at the Town Office Building. The committee will be having a discussion on the JLMC policy and manual.

Steve provided training for all JLMC members present on the proper usage of fire extinguishers.

Steve made a motion to adjourn the meeting; Mark seconded the motion, the motion passed. The meeting was adjourned.

Respectfully Submitted,

Gylene Salmon, Chairman