

Town of Bristol

Joint Loss Management Committee Meeting

DRAFT

Thursday, DECEMBER 15, 2011 – 12:00 p.m.

Attendance

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

Committee Members Absent: Ben Laroche and Ken Pelletier.

Minutes

The minutes of September 22, 2011 were reviewed. Steve made a motion to accept the minutes as written, Mark seconded the motion, the motion passed with one abstention.

New Business

There were no Reports of Injuries to review.

The Committee welcomed Philip St. Cyr from Primex. Mr. St. Cyr proved training on “An Overview of JLMC Roles & Responsibilities”.

We discussed the injury report from 2006. A discussion on the Safety Summery Reporting followed. The committee discussed the Department of Labor Inspection that was done a few years ago. St. Cyr indicated that the committee must meet quarterly with an agenda and minutes of all meetings must be kept and available for all employees. He provided the committee with a sample agenda.

A discussion followed on “First Aid Logs”. St. Cyr indicated that all injuries should be reported and logged no matter how minor, to include minor cuts, bumps, and bruises. The initial report for the log is critical if the injury gets worse or needs medical attention. Discussion followed on injuries that might not have been reported but ended up needing to be claimed as a worker’s comp injury. Claims are often denied if the employee did not report the injury to Human Recourses. The committee agreed that all injuries shall be logged, but understand that not all injuries need to be reported as a claim. Kelly is to receive all claims or those that will be logged only.

Old Business

There were no correspondences to review.

The committee re-addressed the future training for all employees. Kelly indicated that she has spoke to LGC and they are putting something together for Harassment Training.

The committee discussed the 2012 Budget. Steve indicated that the quote to tie in the Town Office building with the Fire Departments main box is approximately \$3000.00. This would cover the cost for the panel, hookup and the box. Discussion followed on a fire alarm system for the Old Town Hall.

A discussion followed on the recent power loss at the town office building and that some of the emergency lighting did not come on. Steve explained that the emergency lighting is a battery backup system and they are only good for approximately ½ to 1 hour. The committee made a recommendation that rechargeable flashlights should be purchased as stored in employee work areas.

The committee discussed future inspection sites and they would like to re-visit the transfer station, but will wait for better weather conditions.

The next scheduled JLMC meeting date was set for February 23, 2012 at 12:00 at the Town Office Building. The committee will inspect the Police Department.

The JLMC thanked Mr. St. Cyr for the training and information that he provided.

Gylene made a motion to adjourn the meeting; Mark seconded the motion, the motion passed. The meeting was adjourned at 1:10 PM.

Respectfully Submitted,

Gylene Salmon, Chairman