

NEWMARKET SCHOOL DISTRICT
Joint Loss Management Committee (otherwise known as JLMC)
Meeting Agenda & Minutes

Entity Name: Newmarket School District

Date of Meeting & Start Time: **Thursday, April 14, 2022**
3:00 pm

JLMC Representatives (Name & Title):

Management Representatives	Employee Representatives (Non-Supervisory)
Janna Mellon, Business Administrator	Annette Blake, Teacher (absent)
David Reilly, Facilities Director	Diane McCormick, Nurse
Deborah Black, Asst. Superintendent	Jennifer Farnese, Nurse
Linda Hopey, Food Service Director	Devan Chick, Facilities Technician
	Randy Critchett, Facilities Technician
Guest: Sandy Burroughs, Primex	Paula Smart, Tutor

Lab 603.02: Must have equal numbers of employer and employee representatives or more employee than management representatives.

Committee Purpose: The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

Meeting Discussions:

- 1. Review Sandy Burrough's site visit notes from her visit to NES Food Service on April 6, 2022.** Sandy and Linda reviewed inventory practices and storage areas to see if there were any additional measures that we might implement to minimize the risk of injury to staff. The site visit notes are attached to this email. Sandy and Linda discussed the possibility of getting some help unloading the inventory (from Facilities Staff), if possible.
- 2. Review/Discuss Injury Reports YTD**
Reviewed and discussed four injury reports.
- 3. Discuss and review Draft Safety Plan:**
Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities:
We reviewed the preliminary draft of the "new" section required in the Safety Plan regarding the prevention of student violence. Sandy indicated that it was a good starting place, but encouraged the group to add information to this section regarding:
 - Any specialized training that staff receives relative to minimizing the risk of student violence.
 - Determine the process for investigation and follow-up of these types of events.
 - Outline any prevention methods currently used.
 - Designating a specific employee as responsible for addressing, investigating, and managing student violence events. This person should be invited to the JLMC periodically to report on these practices and provide any updates as necessary.

Deb Black offered to meet with Erica MacNeil and gather information on protocols for student violence and will bring this information back to the committee.

4. Action Items: Once Minutes are approved, Post JLMC Minutes:

- Annette, NJSHS
- Paula, NES
- Justin, SAU Office Suite

Next Future Meeting: May 19, 2022 3:00 pm
(virtual via google meets). Janna to send link.

Review from Previous Meetings:

N/A

Future Agenda Items:

1. *Review Accident Reports ("First Report of Injury) filed since last meeting.*
2. *Review of current Safety Plan Second Draft, in accordance with current DOL law*
 - a. *Deb to consult with Erica MacNeil, Student Services Director regarding protocols for staff injuries due to student behavior. Ask about any forms, special training, investigations, etc.*
 - b. *Janna to review SAU 39's Safety Plan (Sandy shared a link to the plan via email) and share the section on Student Violence with the JLMC at the next meeting for review and discussion.*
3. *Follow up on student desks in classroom doorways at NES. Paula to speak to Sean Pine, NES Principal to determine why this might be happening and bring this information back to the JLMC.*



April 13, 2022

Linda Hopey
New Market SD
243 S Main Street
Newmarket, NH 03857

Re: 04-06-22 Visit to Food Services Kitchen

Dear Linda:

This letter is to confirm my visit on April 6, 2022. The purpose of this visit was to observe the weekly delivery to the Elementary School. We scheduled this visit following a discussion in the JLMC. Thank you for taking this proactive step. Please also extend my thanks to David Reilly for accompanying us.

I was unable to observe your delivery process, as the delivery was delayed, but your photographs were helpful. In general, it appeared that you and your staff have adopted many practices to increase the efficiency of the delivery and storage process. I was very impressed with your organization and process. During my visit we discussed several best practices which I have included in my attached recommendations. Many of these you have in practice already.

If you have any questions regarding the recommendations or have additional risk management needs, please do not hesitate to contact me at (800)698-2364 extension 165 or sburroughs@nhprimex.org.

Thank you for being proactive in your safety efforts.

Sincerely,

A handwritten signature in dark ink that reads "Sandy Burroughs".

Sandy Burroughs
Risk Management Consultant
Primex³
1-800-698-2364 ext. 165

cc. Janna Mellon
David Reilly



Recommendations

2022-01: Material Handling Best Practices:

- **Handle Product Once:** Plan ahead. Be sure the path is clear and the “spot” in storage is available.
- **Use Middle Shelves:** Use shelves between shoulder and knee height for heavier, frequently used items.
- **Mechanical Aids:** Use carts, dollies, etc. when possible.
- **Get Help:** Page “Randy” when the delivery arrives. David Reilly confirmed that, if he is available, Randy can assist with the delivery and storage. Once some of the COVID protocols are lifted, he is likely to have the time available more consistently.

