

**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, March 17, 2022**  
**3:00 pm**

**JLMC Representatives (Name & Title):**

<b>Management Representatives</b>	<b>Employee Representatives (Non-Supervisory)</b>
Janna Mellon, Business Administrator	Annette Blake, Teacher
David Reilly, Facilities Director	Diane McCormick, Nurse
Deborah Black, Asst. Superintendent	Jennifer Farnese, Nurse (absent)
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/Discuss Injury Reports YTD**

Four injury reports were reviewed and discussed by the committee:

- a. **Fall Injury on Stairs to NES Attic.** The group determined the following:
1. Access to attic should continue to be restricted, with only certain individuals having key access to the door.
  2. Staff with key access should be educated to not to provide access to the attic unless accompanied by a member of the facilities team.
  3. Requests for attic access should be made via a "help ticket" on Facility Dude and scheduled so that a member of facilities can accompany staff to the attic. No one should be alone in the attic for safety reasons.
  4. Movements of heavy boxes and items should be done using appropriate equipment such as dollies, etc.
  5. A sign should be posted on the door to the attic noting: ***"Authorized staff only. Please contact a Facilities team member if access is needed."***

**b. Food Service Shoulder Injury-Stocking shelves:**

A preliminary investigation of this event had already been conducted with David Reilly, Janna Mellon and Linda Hopey. As a result of the investigation several ideas for minimizing risk were shared with the group. Ideas included the use of a ratcheting dolly, moving inventory in the storeroom to minimize lifting of heavy items, asking the delivery driver to stack boxes in smaller piles, using a cart to move inventory, asking a Facilities team member to be present when deliveries arrive, etc. Linda indicated that she had inquired about having deliveries stacked in smaller piles but noted that

this still required manually carrying boxes by hand into the storage areas. Sandy Burroughs offered to perform a site visit on a Wednesday delivery day to see if she could offer suggestions to help minimize risks of future injuries. She offered to coordinate a visit with Linda Hopey.

- c. **COVID-19 Infection:** This report was reviewed and the group noted that the district already is providing disinfection/sanitation services, encourages hand washing and provides hand sanitizer in every occupied space, has made adjustments and improvements to HVAC systems, provides masks to any employee who wishes to wear one, follows CDC guidelines for COVID quarantining after a positive COVID test, utilizes cohorts and social distancing where possible, etc. All of the measures have been implemented as a means to reduce the risk of infection, but the committee acknowledged that it is improbable for reasonable additional measures to be able to reduce risk to zero. The group determined that apart from what is already being done in the district, there is not much else that we can do to eliminate the risk of COVID infection.
  - d. **Student-inflicted injury to Staff-Behavioral Incident:** Sandy Burroughs shared information regarding a relatively new addition that is required in Safety Plans and what areas that this plan should address. The DOE now requires that districts have a Workplace Violence Management Plan that addresses injuries inflicted on staff, as well as who in the district is responsible for following up on injuries of this nature. This is different than a behavior plan for students; rather, it addresses staff injuries as a result of student interactions and how the district plans to investigate them. Given that this is a relatively new requirement, many districts are also in the process of developing this part of their Safety plans but resources are not readily available to view for samples. Sandy indicated that she has reached out to another district to see if she could obtain a sample of the plan they recently adopted. Janna shared that she has been in contact with the district's attorney for additional resources. Sandy and Janna will continue to work on gathering this information, and Janna agreed to create a working draft for the next meeting.
2. **Discuss and review Draft Safety Plan:** The Committee reviewed a first draft of the proposed safety plan as well as the next steps in the process of adopting a revised plan. Members were asked for feedback on the draft:
    1. **Bloodborne Pathogens:** Annette and Diane suggested some clarifications/additions in the Bloodborne Pathogen section on page 12. Janna offered to address these in the next draft of the plan.
      - a. Clarification to ensure that staff is aware that for any body fluid spills, a member of the facilities staff should be contacted to properly clean and disinfect the area. Staff should use precautions such as gloves and PPE to address an immediate need to contain a spill, but should move students away and call a facilities staff member for clean up.
      - b. Adding a note that bloodborne pathogen training is required annually for all staff. Sandy offered to have one of Primex's training specialists contact Janna to arrange a time to set up the training portal so that classes can be "assigned" annually to staff and certificates of completion can be issued by Primex upon successful completion of the training.
    2. **Accident Investigation Section and Form:** The group asked Sandy for clarification of when and how the accident investigation form should be used. She indicated that after a First Report of Injury or Illness is received, the employee's supervisor should

complete an investigation form. For student inflicted injuries, she indicated that many districts delegate this investigation to a designated Student Services staff member to ensure confidentiality, but then that Student Services staff member would participate in the JLMC meeting to report back to the committee about actions taken to prevent future injuries. Sandy indicated that the form shown in the Safety Plan draft was good and said that it could be used if the committee felt that it met the district needs.

3. **Safety and Health Program Update Log:** Sandy suggested adding a column to the log to allow for a record of the date of School Board approval.

### **Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities:**

#### 3. Action Items: Once Minutes are approved, Post JLMC Minutes:

- Annette, NJSHS
- Paula, NES
- Janna, SAU Office Suite
- Sandy Burroughs:
  1. Coordinate a site visit with Linda Hopey to review inventory/storage areas and practices in Food Service.
  2. Connect a Primex training specialist with Janna so that they can share the Primex training portal with the district for possible future use.
- David Reilly:
  1. Meet with attic keyholders to discuss protocols for allowing staff to access the attic area.
  2. Post a notice on attic door as outlined in section 1a.
- Janna: Draft Version 2 of the safety plan and distribute to JLMC members. Coordinate with Sandy on section 11 as discussed above.

**Next Future Meeting: April 14, 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

Applicable NHDOL Statutes: [RSA 281-A:64](#), [Administrative Rule Lab 600: Safety Programs and Joint Loss Management Committees](#), & [Lab 1400: Administrative Rules for Safety and Health](#)