

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, February 17, 2022**
3:00 pm

JLMC Representatives (Name & Title):

<i>Management Representatives</i>	<i>Employee Representatives (Non-Supervisory)</i>
Janna Mellon, Business Administrator	Annette Blake, Teacher
David Reilly, Facilities Director	Diane McCormick, Nurse (Absent)
Deborah Black, Asst. Superintendent	Jennifer Farnese, Nurse (Absent)
Linda Hopey, Food Service Director	Devan Chick, Facilities Technician
	Randy Critchett, Facilities Technician
	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 JLMC Responsibilities, Requirements, Confidentiality.
All members to sign and return Ground Rules form to Janna before next meeting.
2. Elect a Committee Members for JLMC roles
See below.
3. Discuss Upcoming Review of Safety Plan and Mission Statement Adoption
See Future Agenda Items below.
4. Reviewed/Discussed Injury Reports YTD
Overview of the format and information contained in Primex reports. Discussed trends and data that shows student interactions are by far our greatest cause of injury.
5. Determine next meeting date (Must have four (4) scheduled meetings before the end of the FY 22 school year).
We plan to meet on the third Thursday of each month through the end of the FY 21-22 School Year. Janna will send invitations to all members.
6. Distribute via email, Draft Safety Plan for review before next Meeting.
 - **Janna will distribute current Safety Plan Draft via a shared Google document. This will be posted in our classroom.**
 - **Linda and/or Paula will scan and send old version of Safety plan to all members via email.**
 - **Annette will set up and share a Google Classroom in which to post JLMC documents and keep track of our work.**

7. **Action Item:** Once Minutes are approved, Post JLMC Minutes:

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

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

1. Election of Coordinator, Chairperson(s), School Representatives to post minutes
 - a. **Chairperson/Co Chairperson:** Run the JLMC meetings, ensure that minutes are posted as required at each school and on website. Serves as JLMC liaison with building level safety committees. Must rotate annually between management and employees, or can have co-chairs with one individual from each group.

Committee Selected Co-Chairs:

- David Reilly, Co-Chair, Management Representative
- Annette Blake, Co-Chair, Employee Representative

- b. **Coordinator:** Organizes meetings, prepares and distributes agendas/minutes, serves as liaison to management, organizes training.

Committee Selected Coordinator: Janna Mellon

- c. **School Representatives:** Post minutes at each school. Distribute materials to staff as needed. Serve as liaisons between staff and JLMC. Bring forward safety concerns to JLMC.

Committee selected Representatives:

- NES, Paula Smart
- NJSHS, Annette Blake

Next Meeting: **Thursday, March 17, 2022 3:00 pm**
(virtual via google meets). Janna to send link.

Review from Previous Meetings:

N/A

Future Agenda Items:

1. Review of current Safety Plan Draft, in accordance with current DOL law.
2. Review of 2014 Safety Plan to integrate as needed into new draft version.
3. Review Accident Reports ("First Report of Injury) filed since last meeting.

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](#)