

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 14th, 2024**
3:00 pm

JLMC Representatives (Name & Title):

Management Representatives	Employee Representatives (Non-Supervisory)
David Reilly, Facilities Director - Chair - Present	Devan Chick, Facilities Technician - Co-Chair - Present
Janna Mellon, BA - Present	Annette Blake, Teacher - Absent
Patricia Wons, Dir. of CIA and PL - Absent	Diane McCormick, Nurse - Absent
	Jennifer Farnese, Nurse - Present
	Randy Critchett, Facilities Technician - Absent
Guests	Paula Smart, Tutor - Present
Norm O'Neill, HR Consultant - Present	Justin Loring, Accounting Asst. - Present
	Joshua Lacagnina, Facilities Technician - Present

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. Fragrance-free school environment

Draft shared by handbook committee for a Fragrance-Free Environment - Wondered if the JLMC can review, edit and approve any changes for approval so that the Handbook Committee members can advise that the JLMC agrees with the intent and content of the language. It was noted that some "tweaks" may be made to the Handbook version before made final, but that content should not change.

Dave and Devan agree with the addendum proposed, using something to mask a smell could be a symptom of a larger facilities issue. It is not a rule enforcement but rather "highly discouraging" the use of chemical-based fragrances.

This policy is solely for employees, not students. See below.

Fragrances in the Workplace (Handbook Draft 3-14-24)

Fragranced products can cause some people with chronic illnesses to suffer additional symptoms and medical expenses. Symptoms include asthma, allergies, sinus problems, rhinitis and migraine headaches. Sprays, diffused scents and mists are among the most irritating to many with sensitivities. In an effort to minimize barriers, and reduce difficulties experienced in schools and offices by employees, students, parents and community members who may be subject to chemical and fragrance sensitivities, classrooms and offices should remain as free of chemical-based scented products as possible.

Products that can be problematic include, but are not limited to:

- **air fresheners (plug-ins, incense, essential oils, sprays, etc.)**
- **perfume/cologne**
- **aftershave/body spray/scented lotion**
- **fragranced hair spray**
- **room deodorizers**
- **cleaning products brought in from home.**

Accordingly, employees are not to use fragrance products in school settings: no essential oil diffusers, plug-ins or sprays, unless such sprays are provided by the district. The wearing of fragranced product is highly discouraged as we are here to teach, not to harm. If there is one person that it will cause harm to, the product should not be used. If there is an underlying offensive odor that is trying to be masked in the workplace, please contact the facility management department.

2. NJSHS Walkthrough findings (attached)

Majority of the findings in the walkthrough are items too close to the ceilings

Come up with strategies to prevent these findings in the future. Easily fixed items were taken care of on the spot, but what can we do to prevent the majority of issues we found? Communication with the school Principals about the findings can help prevent future issues within the next 30 days/before our next JLMC meeting

3. Discussion of First Aid Log requirement per Dept. of Labor

One area where we are still not compliant is to create a First Aid log that is separate from the FROI forms. First Aid is defined as care that costs fewer than \$2,000

Non-specific details or “unknown” can be an injury classification. Sometimes people just don’t fill out the forms completely.

Privacy laws/personal information security is a concern. Justin is not an expert in HIPAA or Privacy laws, so what steps can we take to safeguard the information and also not accidentally commit a crime by storing employee information.

Action Items:

- a. Once Minutes are approved, Post JLMC Minutes:
 - Annette, NJSHS
 - Paula, NES
 - Janna, SAU Office Suite
- b. Dave to write memos to Principals, showing walk-through findings and reviewing the findings in each building with Principals. Also to make sure that they are aware of the findings and that they authorize Facilities staff to work directly with staff to remedy as many deficiencies as possible.
- c. After memos are presented to Principals, Dave, Devan and Randy to work with staff to recommend solutions to areas that were found deficient in the walk-throughs.
- d. Finally, after working with staff to remedy deficiencies, Dave to revise lists to show any remaining deficiencies and review the revised list with Principals to determine what actions they would like to take.
- e. Discuss with IT a way to potentially password protect a first aid log document and/or the folder in the S: Drive (NOT the shared Google Drive). (Justin).
- f. Determine what specific requirements are included in a First Aid log and if a first aid log is still needed (Norm/Janna).

Next Future Meeting: June 13th, 2024 at 3:00-4:00pm
(virtual via google meets).

Review from Previous Meetings:

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Future Agenda Items:

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| <ol style="list-style-type: none">1. Reach out to Primex and get details on what exactly is required on a first aid log and how we can have the necessary information without oversharing. (Justin/Janna/Norm)2. Create a ticket with IT about password protecting the Log as well as the potential storage location on the S: Drive. (Justin)3. Review progress on walk-through deficiencies (Dave, Devan, Randy). |
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