



Human Resources Coordinator
58 Opera House Square,
Claremont, New Hampshire 03743
Ph: (603) 542-7026 x1008
Fax: (603) 542-7014
Email: hr@claremontnh.com
www.claremontnh.com



JOINT LOSS MANAGEMENT COMMITTEE

MINUTES

August 9, 2016 9:30 AM
Fire Station

CALL TO ORDER:

The meeting was called to order by Bette Shattuck.

ROLL CALL:

Present:	<u>Representative</u>	<u>Department</u>	<u>Representing</u>
	Rick Bergeron	CFD	Management
	Michael Grace	Library	Management
	Mark Brislin	Parks and Rec	Management
	Marcy St. Pierre	CPD	Employee
	Lisa Richmond	Finance	Management
	Bette Shattuck	Human Resources	Management
	Pam Dyer	Finance	Employee
	Vic St. Pierre	DPW	Management

MINUTES OF PREVIOUS MEETING

Motion to approve minutes of the May 10th meeting by Marcy St. Pierre, seconded by Pam Dyer.
Motion passed unananimously.

CORRESPONDENCE:

None

UNFINISHED BUSINESS:

Bette distributed the Updated Employee Safety Manual and pointed out the addition of the Primex Supervisor's Incident Investigation Report form. Use of this form will help with identifying and correcting factors contributing to incidents. Rick Bergeron asked if there could be an online version of the form available. Bette noted that there will be a safety page added to the city's website.

ACCIDENT REPORTS:

Department	Type of Incident	Location of Injury	Lost Time/No lost Time
Police	Officer spit on during arrest	N/A	NLT
Police	Fall running into meth lab	N/A	NLT
Fire	Cut while cleaning	Index finger	NLT
DPW	Fall getting into truck	N/A	NLT
DPW	Passed out while flagging	N/A	NLT

NEW BUSINESS:

Discussion of utilizing Urgent Care vs. ER. Urgent Care is always the preferred alternative for minor incidents.

Tour and safety inspection of the Fire Station.

NEXT MEETING:

Please mark your calendars to attend our 2016 4th Quarterly meeting.

Tuesday, November 8, 2016 starting at 9:30 a.m. at the Visitor's Center, 14 North Street.

Respectfully submitted,

Michael Grace
City Librarian
Joint Loss Committee Member

PROMOTING WORKPLACE SAFETY FOR CITY EMPLOYEES