

SECTION B – JOINT LOSS MANAGEMENT COMMITTEE

Purpose

The purpose of the Joint Loss Management Committee, is to serve as an advisory group to the City Manager. The goal of this committee is to bring workers and management together in a cooperative effort to promote workplace safety. It has the potential to significantly improve workplace safety and productivity, to enhance employee relations, morale and health, to provide significant financial savings in Worker's Compensation Insurance premiums, and to help control property damage.

Membership

In order to comply with New Hampshire Department of Labor Rules Chapter 600, Part Lab. 603.02(c)(9), the City will have the following persons from each employee group as members of the Committee.

Police Management
Police Union
Fire Management
Firefighter Union
Public Works Management
Public Works Union
Finance
Library
Clerical Union
Assessing
Planning & Development
Parks & Recreation

Procedures

- A. The Joint Loss Management Committee will review ***Supervisor's Accident/Incident Investigation Reports*** [See Appendix, Form #3] for those incidents and accidents that occurred during the preceding month. This review will be informational in nature in order to develop recommendations for the prevention of similar incidents in the future and to encourage safety in the workplace.
- B. All City departments are responsible for the completion of the ***Supervisor's Accident/Incident Investigation Report*** for each incident that occurs.

- C. Reports will be submitted to the City's Joint Loss Management Committee in accordance with standard procedures. Unsatisfactory and/or incomplete reports will be returned to the submitting departments for revision or completion.
- D. Completed *Supervisor's Accident/Incident Investigation Reports* will be submitted to Joint Loss Management Committee members at Committee meetings.
- E. Departments filing reports for incidents occurring during the preceding quarter may be required to have a department representative in attendance at the succeeding month's meeting. Each department representative will briefly present the incident(s) that occurred and respond to questions from the Committee.



- F. In the event that a report is not approved by the Joint Loss Management Committee, a copy of that report will be sent back to the department head with a list of recommendations. The re-submitted report will then be reviewed by the Committee at its next meeting.

Meeting Schedule and the Recording of Meetings

- A. This committee normally meets quarterly.
- B. Minutes will be recorded of all Joint Loss Management Committee meetings and will be open to all employees.