

**Joint Loss Safety Management Committee
Meeting Minutes – December 1, 2020**

Emergency Management	Rick Bilodeau	Absent
Fire Department	Chief Stewart Yeaton	Present
Highway Road Agent	Scott Elliot	Present
Library	Nancy Claris	Absent
Police Department	Chief Wayne Preve	Present
Police Department	Gail Quimby	Present
Town Office	Andrea Novotney	Present
Selectmen's Representative	Virginia Drew	Present

Acting Chairman Wayne Preve opened the meeting at 9:00 AM.

Meeting Minutes

A motion was made to approve the 9/16/20 minutes. Motion seconded and carried unanimously.

Benchmark Trainings

The completed Slip, Trip and Fall training certificates were turned into Ms. Novotney to be filed. The Highway Department has been unable to log into the Primex website to complete the training, Ms. Novotney will assist Mr. Elliott with that after the meeting so it can be completed. The Committee discussed the additional trainings, beyond the Benchmark Trainings, offered on the Primex site that employees may find beneficial. Ms. Drew requested that the Select Board also be sent the link to the Primex training site so they can be aware of the trainings offered as well.

Building Inspections

The completed Building Inspections forms were turned into Ms. Novotney. Chief Yeaton asked Ms. Novotney to resend him the form and he would get the completed Fire Department form back to her shortly. Chief Preve asked that if anyone had areas of concern they had noted on their inspection form, that would be addressing at a later date, to please inform Ms. Novotney when they are completed so it can be noted on the form. Ms. Drew noted that she would like to arrange with the Department Heads for the Select Board to tour their buildings to become better acquainted with the facilities.

Other Business

Safety Manual

Ms. Novotney asked Chief Yeaton if he can remind Lt. French to send her the Safety Manual acknowledgement pages for the Fire Department staff.

Workers Comp Injuries

The Committee discussed the importance of reminding employees to notify their supervisor of a workplace injury, even if medical treatment is not immediately sought. Ms. Novotney will request from the Finance Administrator a list of the workers comp injuries from 2020. The Committee will use this information at the next meeting to discuss prevention and training.

Next Meeting Date

The next Committee meeting is scheduled for February 2, 2021 at 9:00 AM to be held at the Town Office Meeting Room. Ms. Novotney will send out a reminder two weeks prior to the meeting.

Adjournment

A motion was made to adjourn the meeting. Motion seconded and carried unanimously. The meeting was adjourned at 10:05AM.

Respectfully submitted,
Andrea Novotney
Town Office Representative