

## JLMC Minutes 04/07/2015

Town of Greenfield  
PO BOX 256  
Greenfield, NH 03047

Minutes of the Joint Loss Management Committee

April 7, 2015

### **Joint Loss Management Committee Meeting**

Present: Aaron Patt - Town Administrator, Carol Burgess – Recycling Center Supervisor, David Hall – Fire Chief, Brian Giammarino – Police Chief, Julie Steenson – JLMC Chair/Library Director; (Mike Borden – Fire Lieutenant/Code inspector 1:30 – meeting end)

The meeting was opened by Julie Steenson at 1:14 pm.

Steenson and Patt gave a brief review of the DOL visit of March 31, and the expected procedures going forward to ensure compliance.

Steenson reacquainted the group with the location of the Green JLMC binder located in the Town Office. Patt and Steenson shared the discussion of the important aspects of the binder, including the written safety program and the workplace violence policy.

To facilitate more engagement with the written safety program, Steenson informed the departments that each would be receiving a red binder with their own copy of the written safety program, to be kept readily accessible in the separate departments for ready reference. All departments were encouraged to review the information again, particularly as it pertains to their departmental procedures.

**Action Item: Steenson will coordinate Safety Program binder acquisition, copies and distribution with Patt.**

Steenson led a discussion of the informal DOL punch list, based on notes from the DOL visit of March 31. Individual department possible action items were delineated, in anticipation of the DOL technical report expected at a later date.

**Action item: Patt will pursue electrical quotes.**

Patt requested that Borden review the safety program in his capacity as health officer. Borden agreed.

**Action item: Borden will review the safety program.**

Steenson discussed the role of the town library in supporting the various departments in acquiring resources necessary to maintain a safe work environment, such as updated MSDS sheets.

Meeting adjourned at 2:12 pm.