

## Meeting Minutes of the JLMC

**Meeting called to order:** 9:05 am @ Windham Center School

### **Attendees:**

Management: Dalisa Greenleaf, Jon Coish, Kate Henniger, [Nadine Herard](#), Jeff Hanulec

Employee: Casey Bly, Tom Lindner, Brenda Golden, Christina Kaetsowitz, Robin Wilson

### **Discussion:**

Dalisa Greenleaf nominated Jeff Hanulec for Chair, Tom Linder 2nd and all were in favor.

Jeff Hanulec nominated Tom Lindner as Vice Chair, John Coish 2nd and all were in favor.

1. **Previous months injury reports-** Kate will talk with Primex to see if they can filter injury reports by building and will send them to school nurse so that they can match; discussion on streamlining the process for incident reporting, Kate will remove fax number on current incident report and remove Kerry Grenier and update contact information
  - kitchen worker injured foot on lift in the kitchen
  - AP slipped and has a concern for winter months.
    - Groundhog salts, custodians come in and if it's still slippery they call Robin who contacts Groundhog. Jeff suggested a salting and ice log to document when we perform these treatments in the winter. Jeff to work with Robin before we roll out winter safety plan to put together a SOP for salting and sanding and a map of areas that need it.
  - Jeff to get a quote on the MSDS system with QR Code
2. Safety discussion: Most of our accidents are slips and falls; Jeff suggests online training for slips and falls.
  - a. Kate, Dalisa and Jeff will meet with Primex regarding training, claims, etc. prior to the September meeting and then have Primex rep attend the meeting.
  - b. Training videos are not offered in Spanish, discussion of hiring ESOL teacher to do our own video

Next meeting: Prime rep attend for discussion

**Motion to adjourn:** Jon Coish 9:50am, 2nd Kate Hennigar; all in favor