

**Town of Auburn
Joint Loss Management Committee
September 27, 2022
9:00 am
Auburn Town Hall**

Committee Members Present: Carrie Rouleau-Cote, Chair, Management Rep; Ryan Goulet, Police Union Rep; Amy Lachance, Employee Rep.

Committee Members Not Present: Chief Williams, Management Rep

Carrie Rouleau-Cote convened the meeting at 9:00 AM.

Primex Representative- Nicole Armaganian from Primex discussed the responsibilities of the JLMC. She shared a PowerPoint presentation with the group. (Some of the highlighted items included:

- All towns & cities are required to have a JLMC or Safety Committee and written safety policy per Department of Labor.
- Minutes, agendas and the safety policy must be posted for all employees to see.
- Workplace safety checks should be done annually. This will help identify trends and document safety efforts.
- Incident reviews will be conducted at each JLMC meeting. The goal is to find facts and not fault. The group then can recommend corrective action. Dig deeper into the incident to see beyond the basic.
- Every 2 years, the safety policy should be checked for updates.
- The First Aid Log is more of an “incident log”. All supervisors should contribute to this log while the JLMC will review and discuss.
 - Discussion of the First Aid Log should be on each agenda of the JLMC.

Primex offers training programs for workplace safety. Look at the toolkit on the Primex website for possible trainings for the spring.

Minutes- Carrie Rouleau-Cote moved to approve the minutes of the June 13, 2022 meeting as printed. Seconded by Ryan Goulet. A vote was taken, all were in favor, the motion carried unanimously.

- A copy of the minutes were forwarded to the DOL for compliance. Going forward, minutes need to be posted to the website but don't need to be sent to the DOL.

AEDs- The Town purchased 4 AEDs. They will be placed at the Town Hall, the Safety Complex lobby, the Library and the Severance School. Carrie will register them when they are in place.

Employee Copy of Safety Policy- Amy will confirm that each town building & department have a copy of the Safety Policy available for the employees to review. If they don't have already have one, Amy will get one to them.

Safety Deficiencies in DOL Report- The safety deficiencies have all been corrected and DOL has been notified.

Next Meeting- The next quarterly meeting is scheduled for January 31, 2023 at the Safety Complex.

Ryan Goulet moved to adjourn the meeting at 1023 am. Seconded by Amy Lachance. All were in favor, the meeting adjourned.