

**Town of Auburn**  
**Joint Loss Management Committee**  
**April 6, 2022**  
**10:00 am**  
**Auburn Town Hall**

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**Committee Members Present:** Carrie Rouleau-Cote, Ryan Goulet, Amy Lachance

**Committee Members Not Present:** Mike Williams

**New Safety Policy**- Per the labor inspection on March 23<sup>rd</sup>, Auburn adopted a new Safety Policy which was signed by the Board of Selectmen on March 28, 2022. Sections of the new Safety Policy regarding the duties & responsibilities of the JLMC were reviewed including (but not limited to) ...

- Meet at least quarterly
- Keep minutes which shall be made available for all review for all employees
- Review workplace accidents and data
- Establish safety programs

**Committee Roles**- Carrie Rouleau-Cote was selected as JLMC Chair for one year, to April 2023. Amy Lachance will be the Secretary. When PD or FD members are unable to attend a meeting, a department representative should attend in their place. When a new Library Director is hired, we'll ask if they would like someone from their department to join the committee.

**Purpose & Goals**- The purpose of the JLMC is to make employees aware of their protection rights, the process to report safety issues and injuries and identify workplace concerns. The committee will also identify ways to avoid future injuries as well as provide training to employees.

- The JLMC will tour Town facilities annually to identify potential safety issues
  - This year, safety report from the Department of Labor will be used instead of the group tour.
- Use Primex as a resource for future trainings
- Talk to employees in each department to identify possible training topics or reoccurring safety issues.

**Next Meetings**- The next quarterly meeting will be scheduled for September. Amy will schedule Primex to speak. Date and time TBD.

A second meeting is scheduled this quarter for ***Monday, June 13<sup>th</sup> at 10:00 am at the Town Hall.***

Topics to discuss are...

- Review Department of Labor report
- Review recent claim history
- Discuss installing AED at Town Hall. (Open item from July 6, 2016 meeting)

***Amy Lachance moved to adjourn the meeting at 10:45 am. Seconded by Ryan Goulet. All were in favor, the meeting adjourned.***