

Minutes of the
Joint Loss Committee Meeting
Tuesday, September 27, 2022
8:00am

Members present: Jeff Liporto; Andy Robertson; Michelle Stevens and Caren Rossi.

SAFETY MANUAL

All members present had reviewed the manual.

Caren Rossi pointed out that the only change she noticed was that the current manual says that when 3 or more employees were hospitalized due to an injury, it must be reported within 8 hrs. to the DOL. She verified in the DOL handbook that its 1 or more. This change needs to be made. Caren Rossi will make these changes. Also, page # 71 seems to just end, seems like pages maybe missing.

Andy Robertson will look at the digital copy and see if this is the case.

Caren Rossi also suggested that once the new manual is adopted, it be passed out to all employees, and they sign that they have read it. One of the policies states that all new hires will receive and review the policy.

Andy Robertson will present the amended policy to the SB for their approval and signatures.

Other items noted while reviewing the manual:

- Town office building does not have an exit diagram- Caren Rossi will do this
- Multiple coffee pots and space heaters remain plugged in and not unplugged at the end of the day as the manual suggests. Signs will be laminated and put-up reminding employees to unplug at the end of the day.
- We need a PD representative on the committee
- We need to offer training programs for all. CPR and Fire Extinguisher were suggested. Jeff Liporto will look into this.

Next meeting is December 1, 2022, at 8 am

Minutes by:
Caren Rossi, Secretary
JLMC