

TOWN OF HOPKINTON, NH  
**JOINT LOSS MANAGEMENT COMMITTEE**  
MEETING MINUTES – October 18, 2007

The Hopkinton Joint Loss Management Committee meeting of Thursday, October 18, 2007, was called to order at 9:20 AM in the Hopkinton Town Hall.

Members:                   Sandi Babson, Town Clerk/Tax Collector  
                                  John Pianka, Fire Department  
                                  Robert Veloski, Interim Town Administrator  
                                  Harold Blanchette, Public Works – Building/Grounds  
                                  Karen Robertson, Planning/Zoning  
                                  Steve Pecora, Police Department  
                                  Kent Barton, Public Works (Absent)  
                                  David Wheeler, Police Department (Absent)

Note: Steve Pecora was present on behalf of Mr. Wheeler.

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**I. Approval of Minutes of September 12, 2007**—Motion Made by Bob Veloski, seconded by Sandi Babson, to accept the Minutes as written. Motion carried unanimously.

**II. Safety Program**—The format for a written Safety Program provided by the Department of Labor differs from the format of the Town's current written Safety Program. Following discussion, Committee members agreed that revisions to the Town's Safety Program should be made to insure that it coincides with the outlined provided by the Department of Labor. In particular, it was noted that the Town's Safety Program does not include a "Management Statement of Commitment". Mrs. Robertson suggested inclusion of the Statement of Safety Policy, adopted by the Board of Selectmen on 2/15/95, and in the near future have the Board of Selectmen review for revisions and re-adoption. The Statement of Commitment reads as follows:

"The Town values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace.

In pledging its full support of the safety process, the Board of Selectmen recognizes certain obligations:

- a) That prevention of accidents and protection of all resources are guiding principles.
- b) That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
- c) That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes".
- d) That the Town will comply with all safety laws and regulations.
- e) That feedback will be welcomed from all employees.
- f) That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

Employees of the Town of Hopkinton have a responsibility to themselves, their families, their co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well being, and productivity."

**III. Goals and Objectives**—The Committee agreed to the following Goals and Objectives:

- To promote, sponsor and coordinate safety in the workplace and safety programs, including providing informational materials which can be helpful.

- To be strong advocates for the promotion of safety procedures, policies, and programs at all levels.
- To periodically review incidents reported, discuss the severe or potentially severe cases, including action to be taken to minimize further exposure.
- To complete safety inspections of Town facilities, discuss and recommend safety improvements as a result of the reports.

**IV. Review Accident and Injury Data**—Accident and injury data for the years 2004—2007 were discussed at length with the Committee agreeing that additional training measures had been established so to avoid future incidents or that some of the incidents would not have been unavoidable in any situation. Accident and injury data was obtained from Primex, the Town's insurance carrier. For privacy purposes the incident reports are not available for public inspection.

**V. Safety Training**—John Pianka offered to provide employee instruction on how to use fire extinguishers. In the near future, the Committee will coordinate the training session with various departments.

It was noted that Police, Fire and Public Works employees had recently completed defensive driver safety training. Public Works employees are now scheduled to attend chainsaw safety training offered by Primex.

Mrs. Robertson asked that, for the record, each department provide the Committee with a list of training sessions that their employees had recently attended.

**VI. Review Self-Inspection Checklist**—Committee members reviewed a General Building Checklist provided by Primex and a Self Inspection Checklist provided by the Department of Labor. Standards of both checklists are to be incorporated into one document that will be used during the Committee's facility inspections.

**VII. Facility Inspections**—An inspection of the Public Works Department's facility will be held at 9:00 AM on Thursday, December 20, 2007. As this will be the Committee's first inspection, a member of Primex will be asked to assist the Committee during the inspection.

**VIII. Other Discussion—**

- Testing of alarms, safety lighting, and other various safety devices should be documented with the date and time with copies available for inspection.
- A representative of the Library, Recreation and Solid-Waste departments will be asked to join the Joint Loss Management Committee.
- Written Safety Program to include reference to the Fire, Police and Public Works existing written Standard Operating Procedures.

Mrs. Robertson declared the meeting adjourned at 10:25 AM. The next scheduled meeting of the Joint Loss Management Committee is Thursday, November 15, 2007, at 9:00 AM in the Hopkinton Library, unless otherwise noted. Agenda as follows:

- Review of the Minutes of October 18, 2007
- Finalize Self-Inspection Checklist
- Coordination of Safety Training Session re Use of Fire Extinguishers.

Karen Robertson  
Chairperson