

Town of New Durham
Joint Loss Committee Meeting
September 5, 2018 2 p.m. at Town Hall
Minutes

- I. **In attendance:** Chair Leon Smith- DPW, Scott Kinmond- TH, Laura Zuzgo- TH, Amy Smith- PD and Peter Varney- FD absent: Nichole Hunter- P&R.
- II. **Call meeting to order:** Chair Smith called to Order at 2:16 p.m.
- III. **Review of Injury/Accident**
 - a. TA Kinmond provided an overview of the employee accident, which involved a worker trimming grass at Town Hall, when he stepped up on the retaining wall, the top block tipped off the wall and he lost his balance and fell on the pavement. Minor injury to his hands and knees. Medical treatment sought, no time lost. Committee reviewed the accident site, located loose block at top of the wall, which will need to be reattached. The committee also discussed preventative after action, i.e. not stepping up on wall, periodic inspections of wall blocks etc.
- IV. **Training Schedule 2018:**

Fall: Committee discussed workplace first aid, workplace fire drills, first aid kit locations in workplaces. May incorporate training in Employee appreciation day.
- V. **Facility Inspections by Committee (2018)**
 - a. **Committee to meet on 9/25 9a to do facility inspections.**

VI. Adjournment

- a. A. Smith made motion to adjourn, seconded by L. Zuzgo. Motion passed 5-0-0.
- b. Adjourned at 3 p.m.

DRAFT