

**Joint Loss Management Committee (otherwise known as JLMC or Safety Committee)  
Meeting Minutes**

**Entity Name: Nashua Regional Planning Commission**

**Date of Meeting & Start Time: September 28, 2022, 11:30am**

**JLMC Representatives (Name & Title):**

<i>Management Representatives</i>	<i>Employee Representatives (Non-Supervisory)</i>
<b>Matt Waitkins, MPO Coordinator</b>	<b>Payton Hoyt, Regional Planner</b>
	<b>Vince Noga, Trans./Planning Analyst</b>
	<b>Kristin Wardner, Admin. Asst.</b>

*Lab 603.02: Must have equal numbers of employer and employee representatives or more employee than management representatives.*

**Committee Purpose:** The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

**Meeting Discussions**

<i>1. Reviewed committee's responsibilities</i>
<i>2. Reviewed and edited draft inspection checklist</i>
<i>3. Discussion about drafting safety policy</i>

**Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities:**

<i>-Vince: Contact Primex rep. for any pertinent information. Begin reviewing current traffic counting policy and updating as needed.</i> <i>-Kristin: Begin drafting new safety program; minutes</i> <i>-Payton: Find out procedure for accident/injury reporting</i>
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**Review from Previous Meetings:**

<i>Discussed committee's responsibilities with new member, Payton.</i>
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