

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

Entity Name: Nashua Regional Planning Commission

Date of Meeting & Start Time: November 30, 2022, 9:00am

JLMC Representatives (Name & Title):

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

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

1. <i>Review final inspection checklist</i>
2. <i>Inspect NRPC Office</i>
3. <i>Safety Manual update</i>
4. <i>Other Business</i>

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

<i>-Kristin set up file for Safety Manual and will set up a document for each section to make it easier to compile and split the work.</i>
<i>-Identified priorities: reviewing safety items with staff (evacuation plan, first aid kit, accident reporting). We plan to address these items at next staff meeting on 12/7.</i>
<i>-Since building management is not required to supply evacuation plans, they offered us the floor plan so we will create our plan.</i>

Review from Previous Meetings:

<i>Primex rep contacted for vehicle accident reporting information. He offered to come to a meeting. Inspection checklist finalized. Contacted building management about evacuation plan – was told not required.</i>

Applicable NHDOL Statutes: [RSA 281-A:64](#), [Administrative Rule Lab 600: Safety Programs and Joint Loss Management Committees](#), & [Lab 1400: Administrative Rules for Safety and Health](#)