

**MOUNTAIN LAKES DISTRICT
JOINT LOSS MANAGEMENT COMMITTEE
February 26, 2020**

Call to Order – Chair Mike Roberts called the meeting to order at 4:00 pm.

Roll Call: Chair Mike Roberts (ex-officio), Linda Johanson, Katie Beckley, Don Drew and Kristi Garofalo present.
Residents/Guests: NONE

Approval of Minutes – Dec. 10, 2019: Kristi Garofalo moved to approve, Linda Johanson seconded and motion passed.

Approval of Agenda: Mike Roberts moved to approve; Linda Johanson seconded and motion passed.

NEW BUSINESS:

Pre-Season Safety Training: The Committee agreed safety training should be part of the summer staff orientation and should include all employees as well as District commissioners. They tentatively set June 13 as the 2020 orientation/training day (with a pizza lunch) and agreed ***Kristi Garofalo and Don Drew will set up a training schedule for safety topics***, noting that lifeguards might teach CPR and AED or a trainer from one of the schools could do it. ***Katie Beckley will check with the nurse at her school about training and will also check with the Rec Committee about the possibility of offering swimming lessons at MLD this summer.***

OLD BUSINESS:

Written Safety Policy: Kristi Garofalo shared safety policy templates with subjects applicable to MLD, along with a list of other safety program templates on various subjects available from Primex. The Committee agreed to review the list and suggest subjects to be added to the MLD policy. ***Kristi Garofalo will put together a draft safety policy for review at the next meeting.*** The Committee discussed the templates presented and agreed on the following actions:

- **BLOODBORNE PATHOGENS:** ***Don Drew will go through existing clean up kits and see if there is one at the pool.*** The Committee agreed a kit was needed for the Lodge; ***Don Drew will get a kit for the Lodge.***
- **CONFINED SPACE ENTRY (CSE):** Don Drew said the manhole on Lakeside Drive qualified as a confined space and is treated as such; he said other excavations or confined space entries are handled by outside contractors performing repairs or other tasks and are handled in accordance with the CSE regulations/practices. Mike Roberts noted the CSE template refers to Appendix B and C – ***Kristi Garofalo will research Appendix B & C (and A if applicable) and add them to the CSE policy for reference.***
- **PERSONAL PROTECTIVE EQUIPMENT:** Mike Roberts noted the template policy called for Coast Guard-approved life vests when working near water; Katie Beckley said the lifeguards have their float belts with them at all times and life jackets are issued with all boat rentals. The Committee discussed the need for life jackets for other staff and agreed ***Katie Beckley will inventory existing vests on orientation day in June and note any additional vests needed.***
- **FLAMMABLE AND COMBUSTIBLE LIQUIDS:** The Committee agreed ***Kristi Garofalo will research the definition of “Class I liquids”*** as referenced in the template. Don Drew said he would like one central location for flammable items such as fuel and oil; ***he will continue researching specialized fuel storage cabinets and will report his findings at the next Committee meeting.***
- **FIRST AID KITS:** Don Drew said a kit hasn't been purchased for the District truck yet, but ***he will get one.*** He said there is a kit at the office and one at the Lodge. The Committee agreed ***Katie Beckley will check on***

providers for employee first aid training; Don Drew will check with EMT Steve Robbins for training possibilities, too.

- **FIRST AID KIT LOGS:** The Committee discussed the first aid kit logs created by Kristi Garofalo and agreed “Time” should be added to the “Date” column and one log will be used for each general kit (Snack Bar, Lodge, and truck) and one main form will be used to track all the individual lifeguard first aid kits. **Kristi Garofalo will make the agreed change to the log form and make copies for each of the District kits and lifeguards.**

Safety Summary Form: The Committee reviewed the NH DOL Safety Summary Form without making changes and agreed **Kristi Garofalo will move ahead with filing it with NH DOL.**

Annual Building Inspections: Don Drew reported he’s working on a “Primex Annual Building Inspection Checklist” for each MLD building and already found some issues. Some have been corrected (emergency lights replaced, CO and smoke detectors installed) and some will be addressed soon (Lodge deck railing height, slip-resistant covering for Lodge exterior stairs and landing). **Don Drew will continue to inspect and address any issues found; he will provide completed inspection reports at the next Committee meeting.**

Primex Safety Training: Kristi Garofalo sent Committee members a link to Primex online safety training programs and noted members need individual usernames and passwords to take the online training modules. She asked for copies of any completed safety training certificates for the office files. After discussion, the Committee agreed **each Committee member will take at least one course before the next meeting and provide the office with completion certificates.**

Safety Data Sheets/Hazardous Materials Storage: Don Drew said there is an SDS book in the cabinet in the Snack Bar and one at the Lodge in the storage room with the emergency kit. **He will organize the cleaning supplies areas and post lists there as well.**

Safety-Related Items: The Committee discussed the following safety-related items:

- **COMPLIANCE POSTERS:** Kristi Garofalo reported on a subscription service which puts all required compliance notices (federal, state & OSHA) into one large laminated poster and provides free updates through the year along with insurance coverage if MLD receives a fine for not being in poster compliance. The cost is \$30 per year and she recommended one copy for the office posted near the time clock and one to be posted in the Lodge employee area. After discussion, the Committee agreed to two poster subscriptions and **Kristi Garofalo will get them ordered.**
- **E COLI CHECKS:** Don Drew suggested checking E Coli levels of both main beaches in June to establish a base line before the season starts, and a second check in August. Mike Roberts noted the annual July VLAP testing also includes E Coli which makes three checks during the summer season. The Committee agreed on monthly checks June-August and noted re-checks should be done immediately if high counts are reported.
- **ICY SURFACES:** Don Drew made sand buckets available for use in the mailbox and office porch areas; both have been used this winter to lessen slip/fall hazards. **Don Drew will work on having the mailbox area re-graded to avoid puddling.**

Next Meeting Date: The Committee agreed to meet next on WEDNESDAY, MAY 6TH AT 3:30 PM.

Linda Johanson moved to adjourn, Don Drew seconded and motion passed. The meeting adjourned at 4:55 pm.

Respectfully submitted,
Kristi Garofalo