

## **Safety Committee Meeting – Town Hall – March 18, 2015**

Those present: Kim Cowles, Suzy MacDonald, Nate Hartford, John Monaghan

Also Present: Sally Small

The meeting was called to order at 12:30 pm.

The Committee met today at the Franconia Town Hall.

Sally Small, Administrative Assistant, reviewed the Employee's First Report of Occupational Injury or Disease worksheet. She explained how to fill out the worksheet and the importance of doing this.

The first aid log was reviewed. Every injury at work should be logged regardless of loss work time or no loss work time.

Reviewed the Workers Compensation Claims Process. All claims are processed thru Sally.

Sally reviewed the importance of filing a prompt property liability claim. These claims need to be reported immediately. Sally will find out if the deductible amount is per year or per incident.

The next meeting will be in June. First Aid training will be covered and all employees who are interested will be invited to attend.

The meeting was adjourned at 12:55pm

Respectfully submitted / Suzanne MacDonald, Exec Secretary