



**Claims & Loss Control Committee
@ Doubletree in Westborough, MA
Meeting Minutes
Thursday, August 12, 2021**

The meeting began at 9:00 am

CLCC Members Present: Bruce Chapin (Atlantic), Derek Lima, Sarah Thomas (Koopman), John Howell (Shepley), Justin Wells (BROSCO), Deb Torres, Barbara LaFerriere (NAC), Adam Robbins (Howe), Andy Budd (Concord), Ed Smile (EC Cottle), and Diana Fuller (Chace)

CLCC Members Absent: John Hoell (Shepley), Jason Thacker (Howe), Wayne Moriarty (Atlantic), Frank Atkinson (Cape Cod), Tom Slater (Keiver), Nancy Roach (Hingham), Linda Lyons (BROSCO), Ryan Woundy (BCG), Dan Christopher (BROSCO), Tiffany Wessling (DB&S), Mike Rygiel (Moynihan), Dave Perry (Concord), Robert Nenger (John Foster), Michele Frazee (Sterritt), Tom McManus (Cape Cod), Leah Smith (Concord), Michael McNeil (Moynihan), John Mahoney (Fairview), Pat Maccini (DBS), and Jay Torrisi (Jackson)

Partner Representation: Cheryl McCarthy, Kathy Leone, Tony Vigna, and Deb Williams, all from Future Comp.

Meeting Minutes: A review of the meeting minutes from April 22, 2021, was done.

Deb Torres made a motion to approve the April 22, 2021, minutes as represented. The motion was seconded by Bruce Chapin and unanimously approved by all those present.

Introductions: Since there were some new member representatives and new Future Comp Employees present; a quick round table introduction was done.

Prior Period Large Losses:

BROSCO: Delivering to National Lumber - handling for the doors was very unsafe and unacceptable - 6 Hollow core doors proceeded to fall on employee. There was a follow up with the driver on expectations and ability to refuse delivery. As well as a follow -up with National Lumber about best practices and what the expectation is related to equipment and condition for deliveries.

Cape Cod Lumber: was unable to attend but sent an update on incident and corrective action. Delivery was on a steep incline. Truck position was slightly down hill tilted away from unloading side. LVL was in an awkward position and proceeded to fall and struck the driver. Corrective actions have been taken and all drivers have been retrained on the importance of moving and repositioning the truck.

Shepley: incident was related to heavy lifting and material handling. Employee lifted a very heavy box that was located on the floor. The employee admits to knowing better and should have asked for help. Corrective action was retraining and to meet with the Ergo Specialist that comes to Shepley quarterly.

Loss Control Overview:

Deb Williams went through her loss control report for the quarter ending June 30, 2021.

Overall, the group is trending similar to the first quarter of 2021 and fund year 2020 with a slight uptick in both claims and severity. Lifting is still trending as the leader in both frequency 27% and severity 27%. Deb reminded the group we needed to refocus our attention to occupational health and safety as the group is trending well, we have had several claims in 2021 that could be problematic to our trending.

Deb indicated she is finished with the Member Safety Checklist visits and only had a few reports to finalize. She presented the matrix to give the members the visual. She then asked the CLCC to assist her in identifying three areas of focus to present to the board. The CLCC would like to recommend to the board our areas of focus for 2022

1. Continuing the safety blast
2. Safety Education (what is needed and how to set up a plan)
3. Member safety goal setting
4. Safety Committee the importance of them and how to structure them.

The committee started the conversation on what they want for workshops and what they want for supplemental trainings. This topic will be continued at the next committee meeting in November.

Claims Overview:

Cheryl McCarthy provided an update on three claims.

Cheryl indicated claims 1, 10, and 12 have all been settled and should be removing from this list shortly.

Fairhaven #14 - EE initially wanted the amputation but after meeting with a second doctor and the excellent work from our nurse case manager Linda, is now doing the work and moving forward.

Northeast Treaters (#15) EE is progressing and healing but very slowly. Wound is almost closed, still no weight bearing. Claims is hopeful he will eventually be back to work. NET is willing make all accommodations possible.

Question was asked about the hearing delays. Tony Viga indicated that they are starting to make headway and catching up.

Working Session:

The working session time was used to review the nine documents that Deb had sent out previously to everyone where she consolidated the various documents sent to her.

- 1) Fork Truck Inspection - 2 approved w/ edits
 - a. Will be uploading a daily and a monthly inspection
- 2) New Hire Safety Checklist - approved w/edits
 - a. Approved to keep both the HR onboarding and safety training onboarding

- 3) Accident Investigation Form approved w/edits
 - a. Edit the name on the follow up investigation form
 - b. Likes it split into two investigation forms
- 4) OSHA Required training two documents
 - a. First look everyone liked it
 - b. First document is all-encompassing, second document was a paired down list for SILBA
 - c. Approved to keep both with a couple edits to the document specific for SILBA
- 5) Yard/Safety Inspection - Sub committee formed for further review
 - a. NAC agreed to take this large document and pair it down for our members
 - b. CLCC attendees were asked to send any recommendations to NAC by 8/20/21
 - c. NAC would review and send sample back to CLCC by 9/30/21 to attending members
 - d. Distribution to all CLCC by 10/8/21 for full review at next CLCC meeting.

Old Business:

None

New Business:

Reasonable Suspicion Training – committee wants to look at doing this again in 2022.

Adjournment:

There being no other business to discuss, Deb Torres made a motion to adjourn the meeting. The motion was seconded by Adam Robbins and the meeting was adjourned at 11:35 am.

Respectfully Submitted,
Debra Williams