

SILBA

MINUTES

CLAIM AND LOSS CONTROL COMMITTEE MEETING

November 13, 2013

MEETING VENUE:

This meeting was held at the Double Tree Hotel, Westborough.

WELCOME:

The Chairman, Steve Sager welcomed the Committee and the new Committee Members from Koopman Lumber: Sheila Todd; and from Howe Lumber: Jason Thacker

MEMBERS PRESENT:

Frank Chalmers, DB&S Lumber
Lori Oliveira, Concord Lumber
Steve Sager, Brockway- Smith, Chairman
Mike McNeil, Moynihan Lumber
Linda Eddy, Brockway- Smith Company
Marie Hanson, Nickerson Lumber
Ryan Woundy, Building Center
Tom Slater, Keiver- Willard Lumber
John Howell, Shepley Wood Products
Barbara Laferriere, North Atlantic Corp.
Sheila Todd, Koopman Lumber

GUEST ATTENDEES:

Karen Patterson, Moore Lumber
Warren Biss, Biss Lumber
Anne Lafontaine, Brockway- Smith Company
Kim Sulda, Brockway- Smith Company

MEMBERS ABSENT:

None

REPRESENTING MEADOWBROOK/TPA ASSOCIATES:

Wendy Pranger
John Kosar
Terry Buckhout
Margery Young

OPENING REMARKS:

Steve Sager opened the meeting at 9:05 AM.

APPROVAL OF OLD MINUTES:

The Minutes of the August 7, 2013 meeting were read and approved unanimously.

CLAIMS:

Wendy Pranger discussed the open and active claims from the Claim Report provided to the Committee. Seven claims were discussed by Wendy, and John Kosar. John discussed the JFA's which had been done at 3 Members and the JFA's were able to identify jobs that could be modified slightly- with little cost to employers- to get employees back to work on modified/transitional duty.

Claim Numbers 1,4,5,6,7,17,18,21 from the list were discussed.

John asked the Committee for authority to bring 2 claims #4 and #5 to the Board of Trustees to obtain permission to settle.

A vote was taken and it was unanimously VOTED: to request settlement authority from the Board of Trustees at their December 5th Meeting.

LOSS CONTROL:

Margery Young discussed Loss Control activities during the third quarter.

Safety visits to Member locations are on-going. Approximately 95% of members have been visited in the first three quarters.

During Margery's visits to Members in 2013, she has been asking members to educate their employees in Hazard Recognition, Near Miss Reporting and recognizing and correcting Unsafe Acts. Assistance has been, and will continue to be provided for each of these areas. Safety literature is distributed during visits.

Margery and Terry also discussed the Website and the availability of training and safety materials on the site. Margery is adding Safety material to the website on a regular basis. Several links have been added to other sites for products- machine guarding, and truck operations.

A question was raised by a Committee Member about seatbelts on Boom Truck Seats. Research will be done and if / when information becomes available, it will be distributed to the Committee via email.

Margery discussed the Fall Workshops held during October. The workshops were well attended. There was an OSHA training conducted for the new GHS program. Each attendee was given a sample of the new Program, Pictograms and labeling criteria. The information will be posted on the SILBA Website.

There was agreement around the room from all committee members that all Members need to maintain their focus on **SAFETY**.

Terry suggested that all committee members conduct **DAILY** 5 minute Tool Box safety talks. He discussed his recent experience attending a national safety conference where organizations with world-class safety records discussed the fact that they conducted DAILY 5 minute tool box safety talks with their employees.

Terry also suggested that committee Members ask their employees to think before doing a task and ask themselves: "Is this the **SAFE** way to do this task?"

ROUND TABLE DISCUSSION:

The Committee discussed ways to reach out to some of the poorest performing members to help them get on track with their safety efforts. There was a lot of discussion on this topic- around the table.

There was discussion about what would constitute a Member of Concern, a Member Watch List and Probation.

Terry suggested that he would send the Committee some suggested guidelines to read and comment on. The following was sent out for comments:

Member of Concern: 2 or more years out of the last 5 years, and current year with a loss ratio at or greater than 70%.

Watch List: 5 year review, plus current year plus current year – having a loss ratio of 70%; Lack of Return to Work program; no safety Committee; No Post-offer, pre-hire physical for key jobs; Lack of top management positive safety attitude; Lack of OSHA programs appropriate for organization; Lack of continuous safety training; Poor claims cooperation; Lack of pro-active safety efforts.

Probation: Once a member is notified they are on the watch list, it is expected that changes will be implemented immediately. If not, the member may be placed on probation.

The Board of Trustees will be reviewing options for members who are having issues noted under the Watch List. They may recommend that members:

1. Attend 2 out of 4 Claim and Loss Control Committee meetings per year.
2. If this is not met, then the following may occur:
 - A. 1st offense: Member receives a warning
 - B. 2nd offense: Probation of up to one year and a possible loss of 5% of annual dividend
 - C. 3rd offense: Review for dismissal from the Group

OTHER BUSINESS:

Barbara Laferriere of North Atlantic Corp distributed Brochures for the "Mitre- Saw Hold-down device" that was mentioned at the previous meeting.

ADJOURNMENT:

The Meeting was adjourned at 11:10 AM.

Respectfully submitted,
Margery Young

WHEN YOUR WORKPLACE IS A SAFE PLACE, EVERYONE BENEFITS.