

SILBA

MINUTES

CLAIM AND LOSS CONTROL COMMITTEE MEETING

November 12, 2014

MEETING VENUE:

This meeting was held at the Courtyard by Marriott, Westborough.

WELCOME:

The Chairman, Steve Sager welcomed the Committee Members.

MEMBERS PRESENT:

Steve Sager, Brockway- Smith, Chairman
Linda Lyons, Brockway- Smith Company
Marie Hanson, Nickerson Lumber
Denise Brookhouse, Koopman Lumber
Kim Sulda, Brockway- Smith Company
Jason Thacker, Howe Lumber Company
Ryan Woundy, Building Center
Michael McNeil, Moynihan Lumber
Barbara Laferriere, North Atlantic Corp.

MEMBERS ABSENT:

Frank Chalmers, DB&S Lumber
Barbara Laferriere, North Atlantic Corp.
Tiffany Wessling, DB&S Lumber
Tom Slater, Keiver- Willard Lumber
Dan Christopher, Brockway -Smith Company
John Howell, Shepley Wood Products

REPRESENTING MEADOWBROOK/TPA ASSOCIATES:

Wendy Miller
Terry Buckhout
Katrina Willis
Margery Young

OPENING REMARKS:

Steve Sager opened the meeting at 9:05 AM.

APPROVAL OF OLD MINUTES:

**The Minutes of the July 23, 2014 meeting were read and approved with revision:
Sheila Todd, Koopman Lumber
Barbara Laferriere, North Atlantic Corp. and
John Howell, Shepley Wood Products were present at the April 22, 2014 meeting.**

CLAIMS UPDATE:

Wendy Miller discussed the open and active claims from the Claim Report provided to the Committee. Claim #1, was settled; Claim #7: awaiting demand; Claim # 17: JFA was done for claimant driver; we are awaiting results.

The Windham Group can do JFA's for employees who needed transitional duty. In several cases, the Windham Group was able to identify suitable transitional duty for those returning employees. The Windham Group is available to the members to identify light/ modified duty.

It was again discussed how important it is to stay in touch with an injured employee when they are out on a claim. If you reach out to them at least once a week to check and see how they are doing, they will know that the organization cares about them, and wants them to return to their job.

LOSS CONTROL:

Carol Tschirpke, ESI Wellness gave a presentation to the group on BioSynchronistics. There were two Committee Members expressed an interest in hearing more about this on-site program.

Margery 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.](#)

[Hazard Recognition, Near Miss Reporting and recognizing and correcting Unsafe Acts, are discussed at each member visit. Assistance has been, and will continue to be provided for each of these areas. Safety literature is distributed during visits.](#)

Margery is adding Safety material to the website on a regular basis. [Several links have been added to other sites for Safety Tips, Products, Machine Guarding, and Truck Operations.](#)

Margery discussed the upcoming Fall Workshops that were held during October. There was very good attendance for the Fall Workshops

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 safety talks.

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?"

Terry discussed The SILBA Self- inspection form and process and the Member Safety Review form.

The Fall Safety newsletter has been issued.

Margery distributed several safety handouts to the Committee.

ROUND TABLE DISCUSSION:

Best practices at several Member companies were discussed. Marie Hanson discussed the Management changes that have occurred at Nickerson Lumber. There are also Safety culture changes taking place. They have made improvements to reporting and corrective actions. The managers at each location are mandated to conduct weekly safety meetings

OTHER BUSINESS:

Margery thanked two members who wrote articles for the Fall newsletter. Jason Thacker and Linda Lyons provided articles.

ADJOURNMENT:

The Meeting was adjourned at 11:05 AM.

Respectfully submitted,
Margery Young

WHEN YOUR WORKPLACE IS A SAFE PLACE, EVERYONE BENEFITS.