

**SILBA**  
**MINUTES**  
**CLAIM AND LOSS CONTROL COMMITTEE MEETING**  
**July 23, 2014**

**MEETING VENUE:**

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

**WELCOME:**

The Chairman, Steve Sager welcomed the Committee Members.

**MEMBERS PRESENT:**

Tiffany Wessling, DB&S Lumber  
Lori Oliveira, Concord Lumber  
Steve Sager, Brockway- Smith, Chairman  
Linda Eddy, Brockway- Smith Company  
Marie Hanson, Nickerson Lumber  
Tom Slater, Keiver- Willard Lumber  
John Howell, Shepley Wood Products  
Sheila Todd, Koopman Lumber  
Dan Christopher, Brockway -Smith Company  
Kim Sulda, Brockway- Smith Company  
Jason Thacker, Howe Lumber Company

**MEMBERS ABSENT:**

Frank Chalmers, DB&S Lumber  
Mike McNeil, Moynihan Lumber  
Ryan Woundy, Building Center  
Barbara Laferriere, North Atlantic Corp.

**REPRESENTING MEADOWBROOK/TPA ASSOCIATES:**

Wendy Miller  
John Kosar  
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 April 22, 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 and John Kosar discussed the open and active claims from the Claim Report provided to the Committee. Six claims were discussed by Wendy and John.

John discussed the success the members have had by having JFA's completed by the Windham Group, 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.

Claim Numbers 1, 3, 5, 9, 18 and 20 from the list were discussed.

Wendy stated that claim # 34 has been settled.

It was also agreed amongst the members that it is important 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:**

Margery Young discussed Loss Control activities during the second quarter.

Safety visits to Member locations are on-going. Approximately 50% of members have been visited in the first two 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 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 Safety Tips, 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 upcoming Fall Workshops to be held during October. The workshops will be: October 7, Brockway- Smith- Andover; October 9, Location TBD; October 15, Boston Cedar, Mansfield. Topics were discussed and we will try to have **Biosynchronistics** presentation and a session on **Distracted Driving**.

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 his Executive Training/ Supervisors visits to several member companies. Although Supervisors know and agree that job observations should be done, many are reluctant to do them. Little steps should be taken to improve safety efforts; minor tweaking of current programs and procedures may be all that is needed in some cases.

John Howell stated that there have been process changes made at Shepley's as a result of Terry's visits.

Terry asked each Committee member to pick 1 item on which to implement improvement changes. The choices are as follows:

1. Conduct 1-5 safety inspections before the next meeting, or
2. Try starting 5 minute safety talks once a week or increasing to 2 talks a week, or
3. Conduct job observations of key, high-hazard areas, at least 5 before the next meeting- get comments from employees. If you need help, contact Terry at 978-886-9222, or
4. Conduct a job safety analysis; call Terry for help with this. A JSA breaks down a task into steps( usually no more than 10), establish the hazards with each step; establish the controls that are necessary to prevent injury, or
5. Begin or improve Near Miss Reporting

Margery distributed six 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

John Howell, Shepley Wood Products discussed the Supervisors' weekly safety meeting, at which attendance is mandatory. They are doing Job Safety Analyses on several job tasks. Lori Oliviera, Concord Lumber discussed Near Miss investigations, which they are doing. The Supervisors are noticing more on their walk through.

Dan Christopher had a question on the Forklift/ Mass Hoisting license. There was discussion on this point around the table.

The question of medical marijuana in the workplace was discussed and research will be conducted, and a safety blast will be written.

#### **OTHER BUSINESS:**

**Margery asked members to volunteer to write an article for an upcoming newsletter. Jason Thacker, Marie Hanson, Linda Lyons and Wendy Miller agreed to submit articles to Margery by Mid September.**

#### **ADJOURNMENT:**

The Meeting was adjourned at 11:00 AM.

Respectfully submitted,  
Margery Young

WHEN YOUR WORKPLACE IS A SAFE PLACE, EVERYONE BENEFITS.