

DRAFT COPY

SILBA

MINUTES

CLAIM AND LOSS CONTROL COMMITTEE MEETING

November 16, 2016

MEETING VENUE:

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

WELCOME:

The Chairman, Steve Sager welcomed the Committee.

MEMBERS PRESENT:

Steve Sager, Brockway- Smith, Chairman
Linda Lyons Brockway- Smith Company
Dan Christopher, Brockway- Smith Company
Sheila Todd, Koopman Lumber
Kim Sulda, Brockway- Smith Company
Bruce Chapin, Atlantic Plywood Company
Tiffany Wessling, DB&S Lumber Company
Mike Harell, Building Center
Ryan Woundy, Building Center
Leah Smith, Concord Lumber Corp
Jason Thacker, Howe Lumber
Mike McNeil, Moynihan Lumber
John Howell, Shepley Wood Products
Tom Slater, Keiver- Willard Lumber

MEMBERS ABSENT:

Marie Hanson, Mid Cape Lumber
Barbara Laferriere, North Atlantic Corp.

REPRESENTING MEADOWBROOK/TPA ASSOCIATES:

John Kosar
Deb Finn
Elizabeth Metivier
Terry Buckhout

OPENING REMARKS:

Steve Sager opened the meeting at 9:03 AM.

APPROVAL OF OLD MINUTES:

The Minutes of the July 27, 2016 meeting were read and approved unanimously.

CLAIMS:

Mr. Kosar introduced Ms. Finn, Claims Supervisor, and Ms. Metivier, Sr. Claims Rep. and went through all of the open Lost Times claims on the Claim Report.

Claim #9 was reviewed for potential settlement authority as an adverse decision was received at Conference. The recommendation to settle up to \$90,000 was made, seconded, and unanimously **APPROVED**. The claim will be presented to the Board of Trustees for final authority.

LOSS CONTROL:

Mr. Buckhout updated the Committee on the Fall Safety Day held at Cape Cod Lumber on October 12th, which was well attended. The OSHA speaker gave an excellent presentation on new initiatives as well as key areas of focus during inspections. Presentation was made to emphasize the use of periodic safety audits, discussing benefits to an organization.

OSHA highlights include:

- New reporting requirements for injuries
- Recordkeeping
- Top 10 citation list
- Benefits of using www.OSHA.gov
- New management system guidelines

Safety visits are going well, with all but 3 members having been visited thus far. Some of the key items noted during the visits have been inadequate lighting in warehouses and continued slips/trips/falls including during loading/unloading trucks. With the winter weather approaching, these are areas members will need to place additional emphasis on to prevent accidents.

Mezzanine fall protection issues are common – need for better protection.
Review of proper lifting techniques and/or improved material handling equipment.

Mr. Buckhout also advised that he will be reaching out to SawStop regarding potentially another program for SILBA members to purchase items at a discounted rate, as well as new items they have developed and are continuing to develop.

OTHER BUSINESS:

Brockway Smith suggested members look into the K-J session for their companies as it was very beneficial for them when conducted internally. They advised it was surprising to note which areas were of most importance to the workers. Brockway Smith's top area of improvement was noted as communication.

Shepley Wood advised that they have begun modifying work hours after employees complaining that working too many hours was the leading cause of injuries. After having an outside consultant review the operation, it was suggested that the work times be staggered in shifts while keeping the same core business hours. Thus far there has been positive feedback from the employees. Improved lighting was another item noted during the exercise.

ADJOURNMENT:

The Meeting was adjourned at 10:45 AM.