**NHDOL PRIVATE SECTOR EXAMPLE ONLY**

**Joint Loss Management Committee (otherwise known as JLMC or Safety Committee)**

**Meeting Minutes**

**Entity Name:**

**Date of Meeting & Start Time:**

**JLMC Representatives (Name & Title):**

|  |  |
| --- | --- |
| *Management Representatives* | *Employee Representatives (Non-Supervisory)* |
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|  |  |
|  |  |

*Lab 603.02: Must have equal numbers of employer and employee representatives or more employee than management representatives.*

**Committee Purpose:** The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

**Meeting Discussions (Examples):**

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| 1. *Reviewed previous month’s injury reports (if applicable)*
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| 1. *Are there any injuries, illnesses, or near misses to discuss?*
 |
| 1. *Review of any Workplace Safety Concerns/Trainings/Inspections*
 |
| 1. *Review of Safety Program Manual*
 |
| 1. *Safety & Health Training for JLMC Members:*
	* *Review of Applicable OSHA Laws & Rules and Chap Lab 600*
 |
| 1. *Review of any workplace Safety Accomplishments*
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| 1. *Health & Safety Topic: Discussion- Ergonomics in the Office*
 |
| 1. *Health & Safety Topic: Recommended Changes*
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**Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities:**

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| *Schedule next quarterly meeting, post JLMC meeting minutes for employee review, chairperson elections (if applicable), annual safety inspection, relay policy statement, goals, and objectives to all employees, identify and schedule employee/job specific safety training,* *review employee suggestion box, attend safety training on (date)*  |

**Review from Previous Meetings:**

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| --- |
| *Were there things in your to-do from the last meeting? Were they taken care of? Have major safety hazards been communicated to all employees for caution purposes? Examples: broken stairs, loose railings, etc.* |

Applicable NHDOL Statutes: [RSA 281-A:64](http://www.gencourt.state.nh.us/rsa/html/XXIII/281-A/281-A-64.htm), & [Administrative Rule Lab 600: Safety Programs and Joint Loss Management Committees](http://www.gencourt.state.nh.us/rules/state_agencies/lab600.html)

*PRJLMC REV050418*