

# **TOWN OF BROOKFIELD**

## **Joint Loss Management Committee**

### **Meeting Agenda**

**May 2, 2024**

#### **Old Business:**

- Approval of Minutes
- Testing and Servicing of Fire Alarm and Panic Buttons
- First Aid Kits Stocked?

#### **New Business:**

- Committee restructuring
- Safety Features Added: Handrail to stage, Step stool
- Review and Approval of Updated “Accident Near Miss/Incident Report”
- Allergies
- Proposed Recommended Actions:
  - Chime for front door?
  - “Not an exit” signs?
- Proposed Safety Trainings:
  - Fire Extinguishers/Fire Safety
  - Mental Health First Aid
  - Regular First Aid
  - CPR
  - Others?
- Review of handbook (Time to update it?)
  - Add to Employee Handbooks?
- Any safety concerns that need addressing or areas we could improve?
- Adjourn

**The next meeting of the JLMC will be held Thursday July 11, 2024 at 6 pm in the Town Offices**