

PORTSMOUTH SCHOOL DEPARTMENT
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Office of the
Superintendent of Schools

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MEMO

TO: Members of the Joint Loss - Workplace Safety Committee
Ken Linchey, Arthur Ashley, John Stokel, Karen Conway, Heather Marks, Matt
Dwyer, Deb Riso, Barbara Pamboukes and Dr. Gail Snow

FROM: Stephen Bartlett, Business Administrator

DATE: December 7, 2011

JOINT LOSS MANAGEMENT/WORKPLACE SAFETY COMMITTEE

Wednesday, December 7, 2011
Little Harbour School Conference Room
3:30 P.M. – 4:30 P.M.

MISSION: Under RSA 281 it is the purpose or mission of the *Joint Loss/Workplace Safety Committee* to:

- (a) Promote and monitor safety policies and procedures,
- (b) Identify workplace safety concerns and corrections and recommend improvements,
- (c) Encourage and develop appropriate workplace safety training and proper work practices,
- (d) Assist in managing joint loss risk control issues as they develop, and,
- (e) Address other workplace safety matters as required by State RSA.

AGENDA

1. SEXUAL HARASSMENT AND OTHER TRAINING DISCUSSION
2. STANDARDIZED CLEANING LETTER TO STAFF MEMBERS
3. OTHER
4. NEXT MEETING – TOPICS FOR DISCUSSION
5. ADJOURNMENT