

NORTHERN MAINE COMMUNITY COLLEGE

Safety Committee Meeting Minutes

Date: April 13, 2016

Attendees: Jon Blanchard, Mike Williams, Dottie Martin, President Crowley, Pamela Buck, Peter Goheen, Lori Keith, Barry Ingraham, Tom Richard, Rob Ottaviano, Steve Caron, Chair

OLD BUSINESS

Item	Agenda Item	Discussion	Decision	Responsible Party	Follow-Up
1	Minutes of 3/13/2016	No discussion	Approved as submitted		
2	Emergency Action Plan	<p>Barry reported that, due to weather, no one from NMCC was able to attend the System's training on Active Shooter</p> <p>President Crowley participated in a conference call regarding the MCCS's need to provide resources for a Safety/Security Systematic approach.</p>			
3	FEMA	<p>Steve reminded everyone of the free on-line training available through the FEMA website</p> <p>Certificates of training should be forwarded to HR.</p>			
4	SHAPE Award	<p>Need to confirm date for renewal. The plaque in hallway indicates November 2016</p> <p>Barry to confirm</p>		Barry Ingraham	

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5	Policy Review	<p>1. The Bloodborne Pathogen policy was reviewed and recommended for approval</p> <p>2. The Lock-out/Tag-out policy was reviewed and recommended for approval</p> <p>For both of these policies there was discussion regarding consistency in record keeping *Question about which policies still need to be reviewed</p>	<p>Approved by committee</p> <p>Approved by committee</p> <p>Dottie will check minutes</p>	Dottie Martin	Report at next meeting
6	Alertus System Update	<p>Barry provided an update on the Alertus test done on March 31.</p> <p>1. Approximately 100 computers acknowledged the signal</p> <p>2. there were no technical issues</p> <p>3. two battery operated beacons will be located on campus where there are no computers</p>			
7	MMA Grant Application	There was discussion on how to best take advantage of the MMA Grant Application Process.	<p>A decision was made to supply the application information to employees. Application should be submitted by September. The submissions will be reviewed by a committee who will provide recommendations to the Safety Committee.</p>		

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1	<p>NEW BUSINESS</p> <p>March Incident Reports</p>	<ol style="list-style-type: none"> 1. Mike reported that there were 3 student incidents during the month; but only one required medical treatment. 2. He also reported 1 employee incident; no medical treatment was required. 3. Mike reported one vehicle incident which took place the day of the Job Fair. A student was driving a vendor's car when it hit another vendor's car. 	<p>Students should not be driving the cars of guests to the campus. This includes all events not just the job fair.</p>		
2	<p>Security (Securities, ID)</p>	<p>President Crowley informed the group that discussions have begun regarding cutting back on the Securities contract for the summer months.</p> <ol style="list-style-type: none"> 1. A question was asked regarding security and groups on campus for the summer. 2. The ID Machine is being moved from the library to the Security Office. 3. Question was asked "at what point is an ID no longer valid?" 	<p>Discussion should move forward knowing concerns of the committee</p> <p>Be sure the group leaders know how to contact 911 from a campus phone</p> <p>Security staff and Lori Keith have been trained on the equipment.</p> <p>Need to find an automated way to update the data</p>		

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3	RAVE Alert	Barry reported that the RAVE Alert system includes names of former employees and students who do not need to be receiving the information. He recommended that the system be cleared annually and that students and employees opt-in for the service	The recommendation was accepted.		
4	Safety NMCC Globalized ROUND TABLE	<ol style="list-style-type: none"> 1. Peter will attend an Active Shooter training on June 22 2. Peter, Barry, and Bill have their next training in May. 3. Peter presented a map showing the location of AED. 4. It was recommended that one AED be relocated from Christie to Snowe Hall. 5. It was also recommended that the AED in the storage room of WPT be placed in an accessible area, with the understanding that the WPT AED is used during class activities away from the campus. 6. Peter reported that the PIFD had been on campus to review Key Lock Boxes, located at various spots on campus. 	Tabled due to lack of time for discussion	Security Peter Goheen	Report at next meeting To speak with Wayne and report at next meeting

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	<p data-bbox="275 1036 611 1179">Next meeting scheduled for Wednesday, May 11 at 11:00 in the Third Floor Conference Room.</p> <p data-bbox="275 1227 506 1256">Meeting adjourned</p>	<p data-bbox="644 191 1056 410">7. Peter reported a problem with the magnetic sign for the security vehicle. He also reported that damage to the Security vehicle had been repaired by ACR classes.</p> <p data-bbox="644 423 1056 565">8. Steve asked about the location of facility checklist documentation and who completed the checklist.</p> <p data-bbox="644 578 1056 719">9. President Crowley stated that Safety is everyone's responsibility and that each individual should be aware of concerns.</p> <p data-bbox="644 732 1056 834">10. Steve asked about a "Safety Icon or Tab" on the Portal, rather than using the IT Tab.</p> <p data-bbox="644 847 1056 989">11. Barry mentioned the need for all employees to receive training on SDS, this is in addition to the annual training.</p>	<p data-bbox="1075 420 1390 449">Further discussion needed</p> <p data-bbox="1075 732 1390 761">Further discussion needed</p> <p data-bbox="1075 847 1318 911">Training time will be established</p>		