

NORTHERN MAINE COMMUNITY COLLEGE

Safety Committee Meeting Minutes

Date: May 11, 2016

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

OLD BUSINESS

Item	Agenda Item	Discussion	Decision	Responsible Party	Follow-Up
1	Minutes of May 11, 2016	Mike brought up a brief discussion on item #7, the MMA Grant application. He is unsure how to get the form and which employees they should be given to.	Dottie replied that this process can be done this coming fall. April 13 minutes were accepted as submitted.		
2	Emergency Action Plan	Steve discussed the Emergency Action Plan Committee and the need to move forward. He was not sure who was appointed to this committee. Dottie confirmed, that Steve, Jon, Bill, Barry, and Peter were appointed to this committee.	The committee will begin with e-mails amongst themselves and prioritize. They will start meeting formally once this is done. President Crowley reported that Dan Belyea has two consultants for active shooting and our present plan has been sent to them for review. Dottie suggested that we also work with the Sheriff's Office and Chief Irwin as well. Steve suggested they can also work with TMAC and possibly partner with UMPI.	Steve and Jon	To keep Dottie posted on their progress.
3	Policy Review	Dottie was unable to find policies on Electrical, VDT, Health &	Was tabled until Barry gets back. Previously approved.	Dottie	To speak with Barry

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4	AED Updates	<p>Safety, and Hazard Communications</p> <p>The committee discussed how many AEDs are on Campus, how many are needed, and where they should be placed.</p> <p>Steve inquired as to whose responsibility it is to do up keep on the AEDs. Peter confirmed that he does an inspection monthly.</p> <p>Steve discussed the need to know who is trained. Who does the training, and where the training is held.</p> <p>A brief discussion was held on first aid kits. Bill confirmed, in addition to the small first aid kits that are in classrooms and labs, there are 4 first aid bags which have the standard items that meet OSHA requirements, along with additional items.</p>	<p>Dottie will contact TMAC and ask for 1 or 2. One will be brought back from Alternative Energy. That should be sufficient.</p> <p>Peter will follow up with Barry on where these are located, how they are stocked, and who they should be distributed to.</p>		
5	Defensive Driving	<p>Mike has not followed up on the Defensive Driving Course. He is unsure who is offering this course. He needs to know if they can use our space, if it should be offered to NMCC</p>	<p>Peter will follow up.</p>		

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		<p>employees, and how it would be tracked if it is offered to NMCC employees.</p> <p>At this point Lori is entering safety training information into Safety Management on the portal.</p> <p>Julie Clark, is responsible for tracking defensive driving for the 15 passenger van and Bill believes it has to be updated every three years.</p> <p>Steve would like to have a safety icon on the computer so safety information is readily available.</p>	<p>To be discussed further.</p>		
6	SDS Training		Tabled until Barry gets back.		
1	New Business April Incident Reports	<p>Mike reported one needle stick involving a student occurred during practice at a clinical sight off campus. The student did receive treatment.</p> <p>No employee incidents were reported.</p> <p>To date we have one Worker's Comp case that involved one</p>	Assessment concluded no real hazard since the needle was new.		

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2	<p>Campus Safety Site Review</p> <p>ROUND TABLE</p> <p>The next meeting will be held Wednesday, June 15, 2016</p>	<p>seeking treatment and one on going case.</p> <p>President Crowley mentioned that Safety Works reviews primarily involve Barry, however everyone is responsible for safety.</p> <p>Bill encouraged graduation participation. Volunteers are still needed.</p>			

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	<p>Next meeting scheduled for Wednesday, May 11 at 11:00 in the Third Floor Conference Room.</p> <p>Meeting adjourned</p>				