

Safety Committee Minutes

December 15, 2016

Attendees: Jon Blanchard, Pam Buck, Steve Caron, Fred Doody, Peter Goheen, Beth Hummel, Barry Ingraham, Dottie Martin, Tom Richard, Greg Thompson, Mike Williams, Courtney Cyr-recorder

Absent: Bob Collins, Tim Crowley, Bill Egeler, George Gartley, Lori Keith, JP Levasseur, Rob Ottaviano, Bob Rice, Rick Taggett

I. Review minutes of October 2016

- a. Steve Caron asked if members took notes during the October meeting to submit them so he may compile them
 - i. Members believe the October meeting was a reviewing of policies

II. Old Business

- a. EAP Sub-Committee Report
 - i. Committee met a few times and made some changes to the plan so we are in compliance with OSHA requirements
 - ii. Can make some additional standards to meet FEMA requirements (i.e. setting up incident command structure)
 - iii. Possibly create an incident command document
 - 1. There will be a meeting, date/time TBD, for the sub-committee to compile information and documentation for the incident command structure
 - 2. It will explain what everyone's duty is
 - iv. Revisions made to plans and policies will be sent to the safety committee members for review
 - v. EAP, incident command structure, and other policies/procedures need to be separate, but can be put together in one document
 - 1. If need to be referenced quickly, need to be clearly identified to be found easily
 - vi. Anyone who is interested in being on the sub-committee can attend the meeting at the beginning of the year
 - vii. Peter Goheen and Jon Blanchard are working on a quick guide regarding day-to-day emergencies and the first steps you would need to take in handling them
 - viii. Chris Perry is working on an EAP training video that has a quiz built in
 - 1. This will meet the OSHA requirements for EAP training
 - 2. Barry Ingraham has sent out the video for review and is currently waiting for feedback
 - a. If Barry receives approval by Friday, December 16, then will send out to employees by Monday, December 19, and give a two week period to complete it

3. Needs to be done before January 11

b. SHAPE

- i. Reviewed minutes from SafetyWorks inspection and items needing attention
 1. Barry Ingraham, Dottie Martin, Beth Hummel, and Nicole Poulin have worked on an initial training document
 - a. Follow up training is an issue
 2. Need to come up with a standard sheet to track training (what training was done, date/time, instructor, etc.)
 3. Adjunct faculty are reviewing College policies and will send an email to Dottie Martin once completed
 4. Do not have documentation of EAP training for most employees
 5. Forklift training is underway
 - a. Barry Ingraham requested Pam Buck forward forklift training records to him
 6. Need to retrain on labeling for secondary containers
 7. Simple facility items have been completed (i.e. auto restart devices, outlets changed to GFCI, lights corrected, Building Construction cleared their exit routes)
 8. Relocating Robert Smith to Room 108
 9. Maintenance needs to wear safety vests when plowing
- ii. Once corrections have been made and form is submitted, Rich Wark will set up a time to come back and inspect corrections
- iii. Abatement form must be submitted by January 11, 2017
- iv. If any items have not been completed, then we need an explanation of when they will be completed and why
- v. Pam Buck and Dottie Martin have met with personnel who need to correct their secondary labeling
 1. Can acquire secondary labels two ways
 - a. From the manufacturer
 - b. Avery website – by filling in product information from the manufacturer then printing off the label
 2. Dottie Martin will contact staff regarding the need for labeling secondary containers
 - a. She will give them a deadline and information on how to obtain the labels
 - b. She will order some labels to have on hand
- vi. Need to finalize the rest of the corrections needed
- vii. Everyone has safety responsibilities
 1. What are the requirements/responsibilities of each person?
 2. Everyone needs instruction of what they need to do
 3. How will we file the safety records?
 4. How do we keep updated on changes?
 5. How do we inform people?

III. New Business

- a. October and November Incident Reports
 - i. Had six incidents since the last safety meeting (four employees, one contractor, one member of the public)
 - 1. Four incidents were weather related – slips, trips, and falls
 - a. Three of these four were outside on snow/ice
 - b. The other incident occurred when someone came inside with wet boots and slipped on the floor
 - 2. One was a back injury that was not caused at work, but completing regular work duties aggravated the injury
 - 3. Member of the public had an incident in the Wellness Center
 - a. Person was working out and slipped on flooring that had just been mopped – Tom stated the wet floor sign was up
 - b. Person ended up in the emergency room
 - c. Tom Richard has followed up with the individual – individual is seeking medical attention and is still very sore
 - d. Process for cleaning Wellness Center will change
 - i. Lori Keith will run the auto scrubber through twice per day (mid-morning and afternoon) and mop in between equipment
 - ii. Retrained custodial staff to make sure signs are up, using the proper mop, ringing mop out so it's as dry as possible
 - iii. Tom Richard will notify custodians if there is a spill in his area
 - e. Mike Williams needs documentation on the follow up of this person
 - ii. When we have an employee related incident it's reported to our workers comp carrier and they decide if it is a workers comp issue, then they report to the workers comp commission if it is
 - 1. Normally is reported to the commission if it is a lost time incident
 - 2. If the employee does not initially lose time from work for the incident, but has lost time at a later date due to the incident then the report to our workers comp carrier needs to be updated
 - iii. Non-employee related incidents are reported to the state risk management department
 - iv. There has to be an accident investigation on all incidents
 - 1. Peter Goheen generally completes the accident investigations
 - 2. Accident investigations have been completed on each of the incidents listed above, except for the member of the public incident
- b. Policy Review
 - i. Group met mid to late October
 - 1. Reviewed policies and made some changes

2. Identified there have been changes over the years and the way they are currently written need to be updated
- ii. The first meeting usually establishes the schedule and policies that need to be reviewed

IV. Round Table

- a. Jon Blanchard stated there are currently four students who will be staying on campus for Christmas break
 - i. He will have students move vehicles to Penobscot Hall parking lot so Maintenance can plow parking lots
- b. Greg Thompson has the signage necessary for the bloodborne pathogen related items located on campus
 - i. Greg Thompson and George Gartley identified ten areas where the signs need to be placed
- c. Tom Richard was pleased that we have a wheelchair on hand – it was needed during the Festival of Trees
 - i. At the event an elderly woman lost her balance and fell
 - ii. Tom Richard reported the incident to Security
 - iii. Mike Williams stated he needs an incident report regarding this
- d. Pam Buck announced the safety enhancement grant was received to purchase safety caps for the Welding gas cylinders
 - i. Can receive the grant up to twice per year
 - ii. If anyone has an interest in the grant they have to submit an application to the Safety Committee
 - iii. With this grant you pay up front then get reimbursed

V. Next meeting: Thursday, January 12, 2017, 8:00 am, Third Floor Conference Room