

Safety Committee Minutes

January 18, 2017

Attendees: Jon Blanchard, Pam Buck, Steve Caron, Tim Crowley, George Gartley, Peter Goheen, Barry Ingraham, Dottie Martin, Mike Williams, Courtney Cyr-recorder

Absent: Bob Collins, Fred Doody, Bill Egeler, Beth Hummel, Lori Keith, JP Levasseur, Rob Ottaviano, Tom Richard, Bob Rice, Rick Taggett, Gregory Thompson

I. Review minutes of December 15, 2016

- a. The minutes were distributed to the committee members
- b. Page 3 under incident reports item 3b – remove “later that day”
- c. There will be a summary at the end of minutes regarding action items
- d. Committee members will respond to Courtney by the end of the week regarding flagging of action items
- e. The minutes were reviewed and approved as revised

II. Old Business

- a. Training Needs
 - i. EAP Videos
 1. There are about 80 employees who have not completed the EAP training video
 2. Since the EAP training video was released during the break between semesters some lab assistants probably did not know about it until they returned for the spring semester
 3. Senior managers need to check the list and follow up with their staff members who need to complete the training
 - a. Will have a deadline of January 25th
 4. What would be the appropriate response for those who do not complete the required training?
 - a. Possibly put a note in the employee’s record that they failed to complete training
 - ii. Forklift: Follow-up
 1. Maintenance has been trained and it has been entered into the database
 2. Ryan Bugbee has completed his training
 3. Paul LaJoie and Bob Collins are completing the online portion
 - a. Dottie met with Rick Taggett this morning to set up their rodeo trainings – should be taken care of within a week
 - iii. Ladder Safety: Follow-up
 1. We have a video from SafetyWorks that will be used for staff
 2. Should there be questions after the video to prove it was watched?

- a. Dottie questioned if there might already be something like that on the video
 - 3. Staff is supposed to contact Dottie when completed
 - 4. For documentation purposes we need to know what the video is that is used for training
 - 5. Maintenance and custodial staff have completed ladder safety training
 - 6. Loren Gordon, Todd Maynard, Frank Pytlak are required to watch the video
 - 7. Deadline January 26th
- iv. PPE: Follow-up
 - 1. Need to come up with something employees can watch that will be specific and have questions after
 - 2. Need to have a form that is gone through individually to make sure employees understand when they need to wear PPE
 - 3. Safety data sheets have required PPE listed on them
 - 4. Hazard assessments go through the required PPE for all types of tasks
 - a. Hazard assessments have not been done for all positions yet
 - 5. Steve is working with Loren Gordon, Todd Maynard, Frank Pytlak, Rick Taggett – Pam will make PPE training part of her next department meeting on February 1st
 - a. Put training information with sign in sheet for documentation
 - b. Is there a deadline?
 - i. February 28 is what we suggested to SafetyWorks, but have not heard back yet
 - 6. How do we want to follow up with lab assistants going forward?
- v. Fire Safety: Follow-up
 - 1. Two sessions were provided to employees, however, some still need this training
 - 2. Barry sent the list of non-compliant employees to the President's cabinet
 - 3. Steve will offer another fire safety training on Monday, February 6th, at noon in the Edmunds Conference Center
 - 4. The policy needs to be reviewed to make sure who needs to do hands on fire extinguisher training.
- b. Emergency Action Plan Sub-Committee Report
 - i. We are compliant by OSHA requirements
 - ii. Information for incident command will be pulled together at later date
 - iii. Last meeting was held in November
 - iv. Needs to stay on our radar
- c. SHAPE Update
 - i. Follow-up Items
 - 1. Citations and corrections were distributed to committee members
 - a. Dottie will post on bulletin board in the employee lounge
 - 2. Items that were corrected have been identified as corrected

3. Items that we asked for an extension on we provided an expected completion date of February 28
- ii. Next Site Visit
 1. Not sure if we will schedule two visits so SafetyWorks can see what's completed and then come back after rest is complete, or if they will wait until everything is done

III. New Business

- a. MMA on Campus
 - i. January 25th – NMCC Service Needs
 1. Rob Thomas will be on campus to meet with Barry to discuss training needs (i.e. VDT, back injury prevention, etc.)
 2. MMA has been selected as the provider for the System
 - a. This is an extension of what we already had
 - b. Mike will get in contact with David and/or Dan to find out if there is a contract and what services are available to us
 - ii. VDT Training
 1. Rob Thomas will be here in February to do training
- b. Incident Reports
 - i. There have been six incidents since our last meeting on December 15, 2016
 - ii. Incidents consisted of four employees, one contractor, one unknown
 1. Employee incidents
 - a. Majority were strains, falls, or slips
 - b. Most were snow related (shoveling, spreading salt, slip/fall)
 - i. Two of the snow related incidents resulted in the employees being reduced to light duty
 1. One cleared to go back to full duty two days ago
 2. One is on light duty until end of the month
 - c. Snow related asthma attack
 - i. No lost time, medical attention, or accommodations
 - d. Slip and fall happened in the boiler room
 - e. Employee operating a state owned vehicle backed into another state owned vehicle
 2. Unknown incident
 - a. Bumper damage on the Prius, but not sure how it happened
 - iii. Currently going through Risk Management seeking bids to fix the damaged state owned vehicles
 - iv. Slips, trips, and falls are common this time of year
 - v. Remind employees to take it easy when dealing with heavy snow
 - vi. Accident investigations were completed on the six incidents
 - vii. Some of the incidents were probably avoidable
 1. One example: the salt spreader broke, so the person carried around a five gallon bucket of salt causing a back strain

IV. Round Table

- a. Tim expressed concerns about having open lab time without supervision
 - i. There are life threatening situations that could happen
 - ii. Need to look at tightening up supervision of open labs
 - iii. Peter mentioned Friday night, Saturday, and Sunday there should not be any students in the labs
 - 1. If there is someone in a lab over the weekend it's okay as long as the instructor is there
 - iv. It's a concern and we need to follow up with faculty
 - v. If we have a policy on open labs we need to review it and if we don't have one we should look at creating one
 - vi. George mentioned it's rare for students to be in Nursing labs without an instructor present
 - 1. An exception is if the students are using it for self-study (i.e. checking each other's blood pressure)
- b. Jon asked about restocking of first aid kits
 - i. Security restocks the small first aid kits
 - ii. Would probably be a good idea to have a kit in each residential hall
- c. Pam expressed concerns regarding the ice hanging off the Mailman Trades building
 - i. Barry will follow up with Maintenance
- d. Dottie asked if there is a falling ice and snow sign on the Mailman Trades building
 - i. Barry responded we did have one put up before
 - ii. May want to double check there is one posted
- e. Peter announced that the security car has the decals on it
- f. Peter was thankful that Heather Libby helped get a new AED for Aroostook Hall through a Maine is IT grant
 - i. Would like to mount it at the end of the hall near the testing center
 - ii. Barry requested Peter put a work order in to have it mounted

V. Next meeting: Wednesday, February 15, 2017, at 10:00 am, Third Floor Conference Room