

Safety Committee Minutes

February 15, 2017

Attendees: Pam Buck, Steve Caron, Bob Collins, Fred Doody, Peter Goheen, Beth Hummel, Dottie Martin, Rob Ottaviano, Tom Richard, Gregory Thompson, Mike Williams, Courtney Cyr-recorder

Absent: Jon Blanchard, Tim Crowley, Bill Egeler, George Gartley, Barry Ingraham, Lori Keith, JP Levasseur, Bob Rice, Rick Taggett

I. Review minutes of January 18, 2017

- a. Mike motioned to accept
- b. Dottie seconded
- c. Minutes were approved

Old Business

II. Training Needs

- a. Beth stated even though a training has been completed by the necessary employees does not mean that it will stay that way
 - i. We need to stay on top of trainings as we gain new employees
- b. EAP: Follow-up
 - i. One employee left needing to complete
- c. Forklift: Follow-up
 - i. Completed January 18
- d. Ladder Safety: Follow-up
 - i. Completed January 24
- e. PPE: Follow-up
 - i. Two out of four are done
 - ii. Steve is meeting with Todd Maynard on Friday and Rick Taggett possibly after this meeting
 - iii. Steve has the PPE information for Frank Pytlak and Loren Gordon
- f. Fire Safety: Follow-up
 - i. Held a second fire safety training on February 6
 - ii. Chris Perry has put together an online fire safety training video for those still needing training
 1. Was emailed last week to those who are noncompliant
 2. The video needs to be completed by Friday, February 17
 - iii. We have some ASC tutors who still need to complete training
 - iv. Bob Rice's lab assistants completed training yesterday (February 14)
 - v. Dean Duplessis' lab assistants and work study students are scheduled to complete training tomorrow (February 16)
 - vi. Dottie is working with four adjuncts and three library work study students to get them completed

- g. What's the ramification if people do not complete training?
 - i. Dottie stated part of the contract for adjuncts is the agreement that they will participate in all training and if they do not then it serves as reason to not renew their contract
 - ii. Can tell work study students, lab assistants, and tutors to not come back until the training is done

III. Emergency Action Plan Sub-Committee Report

- a. Has not yet met as they have concluded the Emergency Action Plan is meeting the requirements
- b. When the sub-committee decides to meet again they will go over the incident command structure

IV. SHAPE Update

- a. Follow-up Items
 - i. SafetyWorks will be on campus again to verify we have completed the items we said we would
 - ii. Not all items had to do with training
 - iii. Good idea to look at the list again to make sure all set
 - iv. Beth urged this is why we need to stay on top of trainings for new people

V. MMA Visit on January 25 – Report

- a. Bob Thomas is the loss control expert from our worker's comp provider
- b. Bob helps us provide training and gives us guidance to prevent worker's comp injuries
- c. MMA is pushing online training
- d. Premiums have increased over last 5-6 years
- e. Rob Nadeau, HR at the Systems Office, has been negotiating with MMA on premiums
- f. Bob Thomas will be on campus Thursday, February 23, for a follow-up visit to go over trainings he may or may not be able to provide
- g. Rob Nadeau and Bob Thomas's boss will be on campus Friday, February 24, for a meeting
 - i. Looking to have each campus provide a training matrix
- h. May look at switching providers
- i. MMA will no longer offer VDT training
- j. February 24 Beth will have a "train the trainer" meeting for VDT training
- k. Beth will also be doing workstation assessments
 - i. Assessments are required when there's a new employee or an existing employee's work station changes

New Business

VI. MMA Grant Application

- a. Dottie distributed copies of the safety enhancement grant application to the committee
- b. Time to send out grant application information to employees so they can get it back to us by the March meeting
 - i. Needs to be back to MMA for April 30th deadline
- c. Committee determines how to allocate the money received
- d. \$5,000 available to us annually, \$2,000 is maximum that can be spent on one project

- i. Multiple projects can be sent in
- e. Dottie will send the grant application to management level employees

VII. Incident Reports

- a. Three incidents since last meeting in January
- b. One vehicle incident and two employee incidents
 - i. Vehicle incident – student driving forklift was backing out into the road between Christie and Mailman from the Electrical Lab, applied the brakes, but continued to slide downhill and into the road
 - 1. USPS truck was coming on roadway, applied brakes, but was unable to stop and hit the forklift
 - 2. No injuries reported yet and didn't appear to be any damage
 - 3. It may be a good idea to get chains for the forklift tires
 - a. Pam will check with Bob Rice
 - ii. Employee incident – slipped on walkway and fell, but not hurt
 - iii. Employee incident – shoveling aggravated a prior wrist injury
- c. Tom mentioned a shattered window in the Wellness Center that was caused by a vehicle (large, red van) around 9:00 a.m. February 14
 - i. The vehicle came out of the parking lot across from the Wellness Center spewing snow and a rock which hit the window
 - ii. Window is double pane
 - iii. Portland Glass has checked the window
 - 1. Will take several months to replace
 - 2. Can take the shattered pane out and leave it as single pane until it can be replaced

VIII. Safety Enhancement Grant

- a. This section was tied into the MMA Grant Application (please see section VI above)

IX. Other

- a. Snow is getting bad on the roofs
 - i. When you're in room 214 and look over the former Welding/Sheet Metal Lab there is about a 5-6 foot drift
 - ii. Fred mentioned Powers Roofing has cleaned roofs for us before
 - iii. Worried about awnings and windows
 - iv. Courtney stated a contract is currently being worked on for Powers Roofing
- b. Is McGillan's going to push back snowbanks?
 - i. Peter mentioned students are walking in the roadway from the general parking lot towards the Christie Lobby entrance
 - 1. Currently no foot path due to snowbank
 - ii. Peter stated McGillan's is supposed to work on the snowbank coming out of the general parking lot and some areas in front of the Student Wellness Center
 - iii. Fred indicated Barry is aware of the snowbank issues
 - 1. Fred has cleared the corners out and McGillan's pushes snow back in
 - 2. Barry was supposed to talk to McGillan's
- c. Is the sign at the north entrance gone?
 - 1. Fred stated it was buried, but they have removed it for now

- a. The sign will be saved and put back together
- b. Believe a town plow threw a couple of ice chunks at it

Round Table

- X.** Rob has been in touch with Miles about the Safety Symposium taking place during April break
 - a. When an agenda and more information is available Rob can share it with the committee
- XI.** Courtney brought up George's issue about people having close calls as they turn the corner on the second floor mezzanine going into nursing
 - a. George requested, via email, the possibility of putting up a convex mirror
 - b. Dottie will speak with George and have him submit his request as part of the Safety Enhancement Grant
- XII.** Greg mentioned Maintenance has put up most of the biohazard signs
 - a. There are a couple that George needs to tell Maintenance which doors they go on
 - i. Dottie will follow-up with George
- XIII.** Dottie brought up concerns about which employees need to do trainings
 - a. We need to review the policy and figure out if all employees need trainings
 - b. Dottie distributed page 8 of the fire prevention policy to the committee
 - c. Our policy is that we are to pull a fire alarm and vacate the building
- XIV.** Steve OSHA fire training
 - a. Dottie went through the video that Chris Perry did for fire prevention
 - i. She compared what is in our policy to what is on the video and what we were told
 - ii. The video didn't give an option to have hands on fire extinguisher training
 - b. We were told we had to give all employees the option of learning how to use a fire extinguisher. Should fire extinguisher training be required of all employees?
 - c. If the hands on training is required by OSHA or the Department of Labor then it's understandable that all employees need to complete it, but if it's just something NMCC is requiring then we need to review our policy
 - i. Mike will check with Bob Thomas during his meeting here next week to see if it's OSHA required
 - ii. Steve has some counterparts that he can follow-up with
 - d. Maybe we should have certain categories of employees who need fire extinguisher training
 - e. Possibly fine tune the standard to which employees would be responsible for handling fire extinguishers
- XV.** **Next meeting:** Wednesday, March 15th at 10:00 a.m., third floor conference room