

SAFETY COMMITTEE MEETING

April 11, 2012

3rd Floor Conference Room

Attendance: Tim Crowley, Barry Ingraham, Greg Thompson, Judy Morin, Carl Allen, Dave Guerrette, Rob Ottaviano, Tom Richard, Brian McDougal, Karl Jackson, Rick Taggett, Nikki McNally, – recorder

Absent: Bill Egeler, Daryl Boucher, Bob Rice, Dottie Martin, Larry LaPlante, Jennifer Graham, Lori Googins, Bob Collins, Ron Fitzgerald, Dan Boyd, Dean Duplessis, Dennis Albert

The committee moved to accept the March 14th minutes. In regards to the minutes the committee should follow up on the items that were discussed at the previous meeting.

- 1) Confined Space Policy (Carl Allen)
 - a) Elevators – 15 minute window to do what they need to (not acceptable)
 - b) Contractors – We are responsible for their safety, we should have a checklist
 - c) Moved to accept this policy; policy accepted
- 2) Hot Work Policy (Carl Allen)
 - a) Carl is working with Rod from Industrial Heating & Piping on new policy
 - b) This does not apply to the academic areas, only contractors on campus
 - c) Contractor fills out form everyday while they are performing hot work
 - d) Contractor should have documentation within their company
 - e) Standard for fire watch training needs to be revised
- 3) Health Center
 - a) Tim questioned where does the health center fit into the Student Center & Wellness Center?
 - b) Where does the health center fit into health & safety?
 - c) Linda Mastro should be included in the weekly safety walk through with Barry and Carl
- 4) Safety Program Administration
 - a) Tim suggested the subcommittee for administration on programs should come together for a follow up before the end of the semester. The individuals for that committee are Dave Guerrette, Tom Richard, Carl Allen, Jennifer Graham and Shawn Lahey.
- 5) Around the table
 - a) Tom scheduled fire drills in Res Life on April 10th @ 6:45. The fire drills happened in Andrews and Snow Hall. The fire drills went well and documentation will be forwarded to Carl. Tom contacted Seacoast Security and PIFD beforehand.

- b) Tim mentioned the safety symposium held here at the college went very well.
- c) Brian – The crane and lift inspections are scheduled for the beginning of May which will include wind power.
- d) Tim – We are in the process of installing security cameras in common spaces, such as, hallways and entryways. Also, we are making changes in the Energy building, expanding to the other side of the building.
- e) Judy mentioned rugs are being replaced in the shops.
- f) Building access after-hours (open discussion)
 - i) Day/Evening- Evenings after 10:00 p.m.
 - ii) Student/employee
 - iii) No workstudy/interns without supervision
 - iv) No supervision in gym/weight room
 - v) Address each area individually with own set of rules
 - vi) Dave mentioned checking the policy at other campuses
 - vii) Rob mentioned checking with Greg Daniels at UMPI on their policy
 - viii) Have local police involved and get their perspective
 - ix) Form subcommittee to form policy
 - x) Inform security when you arrive and when you leave

The next meeting is scheduled for May 2nd from 11:30-1:00 in the Reed Dining Commons, Keegan Room. Lunch will be provided.