

SAFETY COMMITTEE MEETING  
October 10, 2012  
3<sup>rd</sup> Floor Conference Room

Attendance: Tim Crowley, Barry Ingraham, Bill Egeler, Dottie Martin, Pam Buck, Bob Rice, Carl Allen, Bob Collins, Denys Cornelio, Tom Richard, Rob Ottaviano, Rick Taggett, Nikki McNally, – recorder

Absent: Judy Morin, Larry LaPlante, Jennifer Graham, Greg Thompson, Lori Googins, Ron Fitzgerald, Dan Boyd, Dean Duplessis, Dennis Albert

The committee moved to accept the May 2<sup>nd</sup> minutes. In regards to the minutes the committee should follow up on the items that were discussed at the previous meeting.

1) Safety Training

- a) Carl needs to enter the data from the safety training that has been completed by employees.
- b) Adjunct faculty needs to complete their training; Carl needs a list of adjunct employees along with full time employees.
- c) The MMA site is down at this time so employees won't be able to complete their training until the site is up and running again.
- d) Carl would like to do away with using videotapes for safety training because they are so outdated.
- e) Carl would like to take a visit to the St. John Valley and our Houlton Center to do safety training with our faculty there and give them a deadline on completing their safety training.
- f) Bob Rice mentioned only a few employees qualified for the 15 passenger van. Need to have his crew trained ASAP. He needs a list of employees who are trained.
- g) Bob also mentioned the forklift training needs to be renewed by January 7<sup>th</sup>. Faculty need to be trained every 3 years. Bob will send a memo for the forklift training before January.
- h) Tom mentioned his staff has been trained for the CPR/AED and Fire Extinguishers.

2) Safety Works

- a) Copy of report to members
- b) Having cleaning issues and offices need to be cleaned more thoroughly
- c) Will be coming back in November for noise monitoring in the shops

3) MMA

- a) New desks were received through a grant for Nikki McNally and Larry LaPlante; also 7 eye wash stations were purchased.
- b) October 24<sup>th</sup> is a meeting on policy/procedures review with Barry, Larry, Carl and Tim

4) First Aid Policy

- a) Linda put together First Aid bags to distribute to all the shops
- b) Securitas needs First aid training along with NMCC watchmen (1<sup>st</sup> Aid, CPR and AED)

- c) Bought 5 EMT quality 1<sup>st</sup> aid kits located in nursing
- 5) Electrical Policy
- a) Need to review access to the panels for instructors to reset breakers mainly in the shops
  - b) Bob Collins during cleanup needs to contact Dave which is time consuming
- 6) Open Discussion
- a) Bob Collins - the ceiling tiles in the wash baby on auto body shop needs to be replaced; Barry will contact Fred and have him replace them.
  - b) Bill - tasks the watchmen need such as smoking enforcement and parking.
  - c) Rob – Two of Aramark employees bumped into each other which is a safety issue; there was no loss time and things have changed since the incident. This has been the first incident in 3 years.
  - d) Rick – The lighting in the parking lot is still an issue in regards to night classes. This issue has been brought to the table several times but no action has occurred to solve it.
  - e) Rick – Fire lane in parking lot by the automotive shop needs signage marked “no parking between lines.”
  - f) Carl – We have a contract with Securitas for outside security. Our staff (Peter and Glenn) will work day shifts, evenings and weekends. Securitas will have their men work from 4 pm – 8 pm.
  - g) Barry – The safety/security position is open.
  - h) Pam – Reported an incident with a student cutting their hand in Todd’s electrical shop. They had to go to the emergency room to get stitches. An incident report was filled out. Copies of an incident report go to the student, instructor, department chair, Larry and Carl. The incident report form should be updated.
  - i) Tim – Need refresher EvacuTrac training. Tim will follow up with Carl.
  - j) Rob – The handicap door push button needs to be looked at. Barry will follow up with Fred and Dave to look at it.
  - k) Barry – Phone training will be taking place and the cut over will be October 17<sup>th</sup>.
  - l) A Drug Identification workshop will be held on October 19<sup>th</sup> in the Edmunds Conference Center with the Res Life staff. Any employees interested in attending this workshop are more than welcome.
  - m) Barry – Has asked Fred to join the safety committee; Carl asked Steve Caron, Jr. to join also.

Next meeting is scheduled for November 14<sup>th</sup> @ 1:00 p.m.