

SAFETY COMMITTEE MEETING

December 12, 2012

3rd Floor Conference Room

Attendance: Tim Crowley, Barry Ingraham, Bill Egeler, Dottie Martin, Stephen Caron, Jr., Bob Rice, Carl Allen, Judy Morin, Bob Collins, Larry LaPlante, Fred Doody, Tom Richard, Rob Ottaviano, Rick Taggett, Ryan McPhedran (student representative), Nikki McNally, – recorder

Absent: Pam Buck, Dennis Albert

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

1) Old Business

- a) Coming along slowly, need to get faculty/staff list. Dottie will get a list from Tom or Cathy.
- b) Noise monitoring – Carl has noise monitors if shops want to use it.
- c) Tom – Linda is setting up times for audiograms
- d) Securitas has one guy that needs plow training.

2) Incidents

- a) Tom – Student dislocated his shoulder playing racquetball, incident report was done.
- b) Stairway treads to the 2nd floor were loose, incident report was done.
- c) Larry – Custodial staff sprained back by moving boxes for the light parade
- d) Barry suggested having slip/trip/fall and back injury training in mid-February with Bob Thomas
- e) Larry – The more info he has when an injury occurs the more information he can give to risk management.

3) Safety Training

- a) Carl needs a list of new employees for their safety training.
- b) Carl sent his OSHA students on an OSHA inspection with photos. It was a good learning experience for the students.
- c) Forklift training – Bob Rice will email individuals who need to be trained. The new carpenter Bruce Dube needs to be trained. Train the trainer will take place during the safety supposium in April. The safety supposium will be a week long workshop from April 1-5.
- d) 15 passenger van training – We have about 6 people trained to drive the 15 passenger van. We will ask Dennis to do a one-time training for this.
- e) Larry – Work study students need to have a license check in order to drive school vehicles.

4) Safety Works

- a) MMA receives a grant twice a year up to \$2000. This year got the grant for desks and eye wash stations. Carl has an eye wash station available right now.

- 5) Policies
 - a) First Aid – Sealed bags, if shops need extra items see Linda. Security staff will inspect boxes.
 - b) Hot Work – Implement with contractors; maintenance needs this policy
 - c) Electrical – Add page to electrical policy
 - d) Student Hazard Assessments – Need to do safety inspections

- 6) Smoking on Campus
 - a) Will discuss further on ways to manage it
 - b) Carl – Allow smoking with a smoking hut away from the dining area. Have a student rep from Student Senate join next meeting to give their input on this topic.

- 7) Open Discussion
 - a) Rob – Install new time clock on dryer, Dave cleaned dryer vent
 - b) Tom – Fire Extinguisher training on October 30th and smoke detector inspection on November 20th for the Residential Life
 - c) Barry – The lighting for the parking lot near Mailman Trades has been ordered. Flood lights will be installed.

Next meeting is scheduled for January 23, 2013 @ 1:00 p.m.