

Safety Committee Minutes

April 19, 2017

Attendees: Jon Blanchard, Pam Buck, Steve Caron, Fred Doody, George Gartley, Beth Hummel, Barry Ingraham, Dottie Martin, Tom Richard, Gregory Thompson, Mike Williams, Courtney Cyr-recorder

Absent: Bob Collins, Tim Crowley, Bill Egeler, Peter Goheen, Lori Keith, JP Levasseur, Rob Ottaviano, Bob Rice, Rick Taggett

I. Review minutes of February 15, 2017

- a. Pam motioned to accept
- b. Greg seconded
- c. Minutes were approved

II. Review of Action Items

- a. Forklift tires
 - i. It was decided that the forklift is not for use in inclement weather, therefore, chains for the tires are not needed
 - 1. It is important to include in our forklift training that forklifts are not to be used in the snow
- b. Convex mirror
 - i. Furniture on the mezzanine has been resituated to provide more space around the corner
 - ii. B&P Cleaners has been instructed to move the furniture back if they see it has been moved by students
 - iii. Trying to decide on what type of convex mirror is needed and where to put it
- c. Biohazard signs
 - i. All taken care of
- d. Which employees need which trainings
 - i. Hands on fire extinguisher training – we need to follow whatever is in the policy

Old Business

III. Training Needs

- a. Bob Thomas from MMA conducted the following trainings for us: VDT; Slips, Trips & Falls; Back Injury Prevention
 - i. Have a few people in custodial and maintenance areas that need to complete Slips, Trips & Falls and Back Injury Prevention
 - ii. About 15 people did not attend VDT training who are required
 - 1. All except one has had face to face training so those people can do the MMA online course “Ergonomics in the Office”
- b. Slips, trips & falls awareness education
 - i. MMA would like to see us do something different than just annual training
 - ii. We have annual training, but it’s not well attended

- iii. It is an employee's responsibility to report slippery conditions

IV. Emergency Action Plan Sub-Committee Report

- a. Try to find some time to meet after students are gone
- b. EAP should be able to guide us to know who needs to be doing what
- c. There needs to be some work on the plan and how we train people on the protocol
- d. EAP should be framework that works 24/7/365
- e. Make sure incident commander and people assisting the incident commander are educated on what their roles are

V. SHAPE Update

- a. We were renewed for two years
- b. Other campuses are now interested
- c. Barry has been in contact with Charly at SMCC
 - i. Charly is interested in the Safety Committee and how it works
- d. Possibly have a voluntary compliance check in the fall
- e. Who is the keeper of maintaining training documentation?
 - i. We need to work on this if we want to maintain the SHAPE award

VI. MMA Visit on January 25 – Report

- a. Covered under **III. Training Needs** section

VII. Safety Enhancement Grant

- a. Two applications were submitted to the committee – one each from Bob Collins and Bob Rice
 - i. Both were approved and submitted

New Business

VIII. Incident Reports

- a. 15 in two months (11 of these were slips, trips & falls)
- b. 3 workers comp, 1 visitor, 7 students, 3 Smith Wellness Center members, trash can fire that involved students
- c. 4 of the incidents happened off campus during clinical (3 TAMC, 1 Pines)
- d. Slips, trips & falls that happened on campus were located in different parking lots (2 back parking lot, 1 general parking lot, 1 commuter parking lot)
- e. May need to start recording what type of footwear the individuals have on when the incident occurs
- f. Peter is currently doing the accident investigations
- g. Fire around 7:40 p.m. in second floor restroom of Andrews Hall
 - i. Fire alarm sounded shortly after the fire was discovered
 - ii. A student extinguished the fire, everyone exited the building
 - iii. Fire department arrived and made sure fire was out, used their fans to blow smoke out
 - iv. Jon checked the rooms in the section of the building where the fire was located, but has no report that the rest of the building was checked/evacuated
 - v. Fire is currently under investigation, Peter is working with the investigator

IX. Other

- a. When workers comp is investigating slips, trips & falls do they look into who is maintaining the yards?
 - i. If it's hired out do they go after contracted services?
 - ii. Portions that are contracted are supposed to be cleaned by 6:00 or 6:30 a.m.
 - iii. Maintenance is responsible for all sanding

Round Table

- X.** Portland Glass is replacing the glass in the Wellness Center
- XI.** Is it possible to have a couple more handicapped parking spaces in front of the Wellness Center?
- XII.** Thank you, Steve, for your leadership of the Safety Committee!

Next meeting: Wednesday, May 17th at 10:00 a.m., third floor conference room