

Safety Committee Minutes

May 17, 2017

Third Floor Conference Room

Attendees: Bob Collins, Tim Crowley, Pam Buck, George Gartley, Peter Goheen, Beth Hummel, Dottie Martin, Tom Richard, Mike Williams, Courtney Cyr-recorder

Absent: Jon Blanchard, Fred Doody, Bill Egeler, Barry Ingraham, Lori Keith, JP Levasseur, Rob Ottaviano, Bob Rice, Rick Taggett, Gregory Thompson

I. Review minutes of April 19, 2017

- a. Motion was made to accept the minutes
- b. Motion was seconded
- c. Minutes were approved

II. Review of Action Items

- a. Slips, Trips, & Falls awareness
 - i. This training should be completed before winter
 - 1. Make sure this training is on the list as part of the regular training rotation
- b. Handicapped parking spaces
 - i. Tom is unsure if this is on the summer projects list
 - ii. Tom would like to have 2 or 3 added in front of the Wellness Center across from the exit door

Old Business

III. Training Needs

- a. Training needs will stay on the agenda as we need to figure out a pattern as to how we are going to stay up to date on training and how we are going to record it

IV. Emergency Action Plan Sub-Committee Report

- a. Sub-Committee has not yet met

V. Safety Enhancement Grant Update

- a. Dottie has received letters stating that our safety enhancement grant applications were received
- b. The applications will be reviewed during May and we'll be notified shortly thereafter
- c. Dottie will contact Jeanette because both letters listed Bob Rice as submitting the applications, however, Bob Collins and Bob Rice each submitted an application

New Business

VI. Incident Reports

- a. Three incidents since our last meeting (two employees, one student)
 - i. Employee – electrical shock, burned fingers

1. Had keys in hand when turning off light switch, one of the keys got caught between the switch and the plate
 2. Not a lost time incident
 3. Need to make people aware of electrical shock
 4. There are several switches in the Edmunds area that are being updated
- ii. Employee – asthma attack at graduation
 - iii. Student – driving a CDL truck and hit NMCC 12 passenger van

VII. Other

- a. No discussion

Round Table

VIII. George

- a. Waiting on a convex mirror for second floor mezzanine near Nursing

IX. Tom

- a. Did any charges result from the Andrews Hall fire?
 - i. Peter met with the police and fire department, gave them the materials he had
 - ii. Peter has left it in the hands of the investigator of the police department

X. Peter

- a. Alertus beacon and AED in Aroostook Hall for the Testing Center
 - i. Should they be moved since the Testing Center is no longer there?
 - ii. Mike believes those devices were bought by the safety grant, they should probably be relocated to where the test center is
 - iii. Already have those devices in the Christie Lobby
 - iv. Bob C. needs an AED
 1. Peter is waiting for the cabinet to be installed then the AED can go in
 2. Bob C. will speak with Fred about having the cabinet installed
- b. Referenced the forklift discussion from the minutes of April 19
 - i. It was decided that the forklift isn't to be used in inclement weather, but can still be used during the winter
 - ii. Part of the discussion dealt with where delivery trucks need to be, delivery trucks need to be nearest to where the items need to be unloaded
 - iii. May need designated loading/unloading zone when we have items that require a forklift
 - iv. Possibly adapt something heavy enough to use as a forklift
 - v. With this incident, due to the location of the truck the forklift had to be outside in inclement weather
 1. Unsure if the truck was asked to move closer, was picking up a pallet of equipment from the electrical shop
 - vi. Need to deliver/pickup in a flat location
 - vii. Bottom line is if it's not safe don't do it

XI. Mike

- a. Has there been discussion about who will chair the committee?
 - i. There hasn't been a discussion yet
 - ii. Tim and Dottie will talk about it

XII. Bob C.

- a. Should lab assistants come in during the staff and faculty administrative days for trainings?
 - i. Good idea to have students come in for those trainings

XIII. Pam

- a. The painted lines for the walkways in the shops need to be redone
 - i. Dottie requested Pam email this request to her and Barry to be put on the summer projects list
- b. During the NIMS inspection, the site evaluator asked that a square be painted in front of the electrical panel
 - i. It's a code requirement that 36"x48" remain clear in front of electrical panels

Next meeting: Wednesday, June 21st at 10:00 a.m., third floor conference room