

## **Safety Committee Minutes**

**September 20, 2017**

### **Third Floor Conference Room**

Attendees: Jon Blanchard, Pam Buck, Tim Crowley, Bill Egeler, Andrew Gagnon, George Gartley, Peter Goheen, Barry Ingraham, Dottie Martin, Tom Richard, Mike Williams, Courtney Cyr-recorder

Absent: Bob Collins, Fred Doody, Beth Hummel, Lori Keith, Rob Ottaviano, Bob Rice, Trena Soucy, Rick Taggett, Shari Ward

#### **I. Review minutes of August 16, 2017**

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

#### **II. Review of Action Items**

- a. Items added to action item list
  - i. Fire Safety policy
  - ii. Vehicles on sidewalks policy or procedure
    1. Have put signs up to restrict access to authorized or emergency vehicles

### **New Business**

#### **III. Incident Reports**

- a. Four incidents occurred since the July Safety Committee meeting
  - i. Three employee incidents – fall up the stairs, pulled ribs, pinched arm
    1. None of these resulted in lost time
    2. Peter Goheen has investigated all employee incidents
  - ii. One student incident – Nursing student passed out and hit head
    1. Nursing Lab was hot and humid the day it happened
    2. Nursing Lab has proper ventilation, but there's no air conditioning
    3. Peter Goheen is scheduled to conduct investigation at 2:00 today, September 20
- b. For incidents to be covered by workers' comp there has to be an increased hazard
- c. College does not offer health insurance to students
- d. Student liability insurance is covered
- e. Proper procedure for emergencies needs to be communicated to employees
  - i. Call 911 first, then call others who need to be notified

#### **IV. Fire Drill Reports**

- a. Drills were conducted on Thursday, September 14, for Christie Complex, Reed Dining Commons, Mailman Trades, Auto Collision Repair
- b. Some instructors did not have class rosters with them
- c. An alarm still had tape over it in Diesel from the painting project

- i. Alarm was audible, but could barely see the light
  - ii. Tape has been removed
- d. An evening drill was completed for Christie Complex
- e. Residential Life drills are scheduled to be completed Thursday, September 21

**V. August Safety Training Reports**

- a. MEMIC in person training was in early August
- b. Held an NMCC in person training on August 24 for faculty, staff, and student workers who were unable to attend the MEMIC training

**Old Business**

**VI. Online Safety Training Update**

- a. Barry Ingraham met with SafeColleges regarding questions Barry and Courtney Cyr had about their website
- b. Barry Ingraham also met with Michael Williams, Beth Hummel, and President Crowley to decide how to roll out information for the new safety training site
- c. All employees will be assigned required trainings so compliance reports will work properly
  - i. Courtney Cyr will waive courses for those who attended in person training
- d. All employees will be assigned custom courses that Chris Perry has developed for College policies
- e. Plan to have trainings assigned to everyone by Friday, September 22
- f. Will notify employees Monday, September 25, via email regarding trainings and login
- g. SafeColleges user records are created automatically through the payroll system
- h. Only main mandatory trainings will be assigned for now, will look into additional trainings later
- i. SafeColleges gives us the option to set up new hire training
  - i. For example, when a new record is created it will automatically be assigned the trainings
- j. The link for the SafeColleges site will be put on the portal
- k. Supervisors will be responsible for giving their student workers information on how to log in
- l. Goal is to complete training before starting work
- m. Possibly move to an electronic contract to speed up process for getting people into payroll
  - i. KVCC has a contractor to help them create a software package for electronic contracts
  - ii. President Crowley has been in touch with KVCC to see if we could look at what they are doing and see if we could utilize it
- n. Currently have three instructors who can provide forklift training
  - i. They can train students, but there has been an online component for students in the past
  - ii. May need to check with SafetyWorks for a video or assign training on SafeColleges so it shows on compliance reports

**VII. Vehicles on Sidewalks**

- a. Put signs on the paths stating “Authorized Vehicles Only” as the first step
- b. Signs working so far at Penobscot
- c. Crosswalk sign behind Christie going towards Mailman Trades is often blocked
  - i. Peter Goheen is waiting for a response from Peter LaJoie in regards to what our options are for signage for the crosswalk
  - ii. Possibly use yardarms or post on existing poles

### Round Table

- VIII.** Jon Blanchard
  - a. Student with epilepsy had a seizure and EMS responded
- IX.** AJ Gagnon
  - a. Need to look into narcan administration on campus
  - b. Public librarians are being trained on narcan administration
  - c. Inexpensive, no prescription needed
  - d. Daryl Boucher does training
- X.** Bill Egeler
  - a. Flu shot clinic coming up in October for employees
  - b. State offering health screenings for NMCC employees
    - i. No cost to have done
    - ii. New offer
- XI.** Pam Buck
  - a. Overhead door operators don’t have safety devices
  - b. Have purchasing look into it
  - c. An adjunct needs 12 passenger van training
    - i. Training usually arranged through Leah Buck
    - ii. President Crowley will speak with Leah Buck
- XII.** Barry Ingraham
  - a. Been in contact with Tony from MEMIC to set up a time for Slips, Trips, and Falls; Back Injury Prevention; and VDT training
  - b. Dan Clark will provide the trainings face to face
  - c. November is the best time to have these trainings
  - d. Entire campus is impacted by slips, trips, and falls
  - e. All employees are impacted by back injury
  - f. Will have face to face and invite everyone
    - i. Those who don’t attend will have mandatory online training assigned
- XIII.** President Crowley
  - a. Maine Community College System will hold President’s Council meeting to discuss safety and security issues
  - b. Need some assistance from the System Office with management of the new safety training system
  - c. Need more discussion regarding Active Shooter training
  - d. After we close campus due to weather, how we manage and respond to issues on campus after we’re closed is a concern

**Next meeting:** Wednesday, October 18<sup>th</sup> at 1:00 p.m., third floor conference room