

Safety Committee Minutes

October 18, 2017

Third Floor Conference Room

Attendees: Jon Blanchard, Pam Buck, Tim Crowley, Courtney Cyr-recorder, Andrew Gagnon, Peter Goheen, Barry Ingraham, Dottie Martin, Rob Ottaviano, Tom Richard, Trena Soucy, Shari Ward, Mike Williams

Absent: Bob Collins, Fred Doody, Beth Hummel, Lori Keith, Bob Rice, Rick Taggett, Bill Egeler, George Gartley

I. Review minutes of September 20, 2017

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

II. Review of Action Items

- a. Topics for expanded training
 - i. Training has been scheduled with MEMIC for November 8 for Slips, Trips, & Falls; Back Injury Prevention; and VDT
 1. All employees are invited
 2. Slips, Trips, & Falls and Back Injury Prevention are mandatory for Maintenance and Custodial staff
 3. Back Injury Prevention is also mandatory for Purchasing
 4. Everyone should be encouraged to attend Slips, Trips, & Falls
 - ii. Potential for electrical accidents has been resolved
- b. Hazard assessments
 - i. Assessment for mechanized logging has been resolved
 - ii. Still need to address how to handle job descriptions and hazard assessments of new positions
- c. Fire safety policy
 - i. During our next committee meeting we will need to start assigning policies that need to be reviewed annually
- d. Vehicles on sidewalks policy
 - i. Signs have not been posted by Andrews Hall yet
 - ii. Barry Ingraham will follow up with Maintenance staff
- e. Online training for forklift
 - i. Rick Taggett found forklift training on SafeColleges site. He will use it in conjunction with his in person training.
- f. Narcan training
 - i. Andrew Gagnon can give instruction for Narcan training
 - ii. President Crowley will contact Amy to see if there is a procedure in place

- g. Van training
 - i. Dennis Dyer is willing to provide training
 - ii. Training needs to be implemented before an individual can use the van
 - iii. Dottie Martin will follow up with Leah Buck and Dennis Dyer

New Business

III. Election of Committee Chair

- a. Jon Blanchard was nominated and accepted the position of committee chair

IV. Incident Reports

- a. No employee incidents
- b. Three student incidents
 - i. Gloved hand was caught between rollers when unloading steel at the storage building
 - ii. Reaction of some sort, student had a rash
 - iii. Eye injury during a game of touch football

V. Fire Drill Reports

- a. Drills went well
- b. Peter had discussion with instructors regarding rosters
- c. Drills were on Thursday, September 14
- d. Residential Life drills were completed Thursday, September 21

Old Business

VI. Online Safety Training Update

- a. Reports do not show accurate information due to extra people being on the SafeColleges site who are not currently active with NMCC
- b. Once inactive individuals are coded correctly then the reports can be better utilized

Round Table

VII. Aramark staff can utilize RaveAlert

VIII. Active shooter training

- a. We have a run, hide, fight video and it is also covered in our Emergency Action Plan

IX. President Crowley would like a follow up on the Nursing student's head injury referenced in the September 20, 2017 minutes

X. Barry Ingraham and Peter Goheen will be meeting with Peter LaJoie to find out options for signage at the crosswalk going from the Christie Complex to Mailman Trades

- a. Possibly use a yard arm
- b. Delivery trucks often park in this area which obstructs view for pedestrians and oncoming vehicles

XI. Alertus

- a. Will not work on bookstore computers as they are now on a separate system from NMCC
 - i. Possibly put a beacon in the bookstore so they can still receive alerts
- b. College store will receive alerts on the point of sale computers

XII. Bob Collins' AED cabinet has been installed

- a. Peter Goheen has an AED for Bob's cabinet
- XIII.** Pam Buck will work on getting pricing for safety eyes for overhead doors
- XIV.** Trena Soucy would like to look into removing propane from microbiology lab
 - a. There are alternatives to bunsen burners she would like to purchase
 - i. The alternative is to use bacinerators
 - b. Propane is tied into the physics lab
 - i. Shari Ward is in agreeance to remove the propane
 - ii. There are alternatives she can look into as well
 - c. Before moving forward with purchasing we need to ensure we have the capacity to run them
- XV.** Power outage Tuesday following Columbus Day
 - a. After the power outage Rob Ottaviano noticed the alarms for the coolers in Reed Commons were not working
 - i. Unsure of when they stopped working
 - b. A number of conditions affect the choice of whether or not to close due to a power outage
 - i. Time of day, how much outside light we have, how many people are in the building, are we open or are just employees on campus, etc.

Next meeting: Wednesday, November 15th at 1:00 p.m., Third Floor Conference Room