

## **Safety Committee Minutes**

**November 15, 2017**

### **Third Floor Conference Room**

Attendees: Jon Blanchard, Pam Buck, Bob Collins, Tim Crowley, Bill Egeler, Andrew Gagnon, George Gartley, Peter Goheen, Beth Hummel, Dottie Martin, Trena Soucy, Shari Ward, Mike Williams

Absent: Courtney Cyr-recorder, Fred Doody, Barry Ingraham, Lori Keith, Rob Ottaviano, Bob Rice, Tom Richard, Rick Taggett

#### **I. Review minutes of October 18, 2017 meeting**

- a. Minutes were accepted and approved

#### **II. Review/update of action items**

- a. Item 1 – Topics for expanded training
  - i. Resolved
  - ii. Will have an email to inform people of the slips, trips, and falls online training
- b. Item 2 – Hazard assessments
  - i. Should come from the System level
  - ii. Need to develop a process
  - iii. Safety requirements for new equipment
- c. Item 4 – Fire safety policy
  - i. Resolved
- d. Item 5 – Vehicles on sidewalks policy
  - i. Resolved
- e. Item 7 – Online training for forklift
  - i. Online training has been completed
  - ii. Need to set up a forklift rodeo
- f. Item 8 – Narcan training
  - i. AJ and Dottie working on Narcan policy
- g. Item 9 – Van training
  - i. Resolved
- h. Item 10 – Steel storage
  - i. Need to have a door added to the steel storage building
- i. Item 11 – Delivery trucks in crosswalk area
  - i. Waiting on pricing

#### **New Business**

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

- a. One employee – fell off a ladder
- b. One student – medical treatment was sought

#### **IV. Policy Review Assignments for December meeting**

- a. Blood Borne Pathogens Policy – George Gartley and Trena Soucy
- b. Fire Prevention Policy – Peter Goheen
- c. Hazard Communication Policy – Tim Crowley
- d. Hearing Conservation Policy – Shari Ward
- e. Lock out/ Tag out Policy – Pam Buck
- f. Respirator Policy – Bob Collins
- g. VDT Policy – Mike Williams and Beth Hummel
- h. Narcan Policy – AJ Gagnon and Dottie Martin
- i. Emergency Action Plan – Jon Blanchard

#### **Old Business**

- V. Online Safety Training Update (Barry)**
- VI. Signage for Crosswalks Update (Peter, Barry)**
- VII. Propane in Science Labs Update (Dottie & Trena)**
- VIII. Active Shooter**
  - a. Peter presented a poster with a QR scan code
- IX. Emergency Plan for Power Outages**
  - a. What spaces
  - b. What equipment

**Next meeting:** Wednesday, December 20<sup>th</sup> at 11:00 a.m., Third Floor Conference Room