

Safety Committee Minutes

December 20, 2017

Third Floor Conference Room

Attendees: Jon Blanchard, Pam Buck, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Andrew Gagnon, George Gartley, Peter Goheen, Beth Hummel, Barry Ingraham, PIPD Chief Irwin, Dottie Martin, Bob Rice, Tom Richard, Trena Soucy, Mike Williams

Absent: Bob Collins, Fred Doody, Lori Keith, Rob Ottaviano, Rick Taggett, Shari Ward

- I. Review minutes of November 15, 2017 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident Reports (Mike)
 - a. Employee
 - i. Slip, trip, and fall in parking lot
 - ii. Tried to catch herself and injured her arm
 - b. Student
 - i. Backed dump truck out of diesel lab and hit another student's vehicle; truck was being worked on for outside entity
 - ii. Shop safety rules have been revised – now mandatory that when moving vehicles in/out of shop there must be two individuals (operator and ground guide)
 - c. Local individual (not a student) – went to information window, somewhat incoherent, requested ambulance, individual called the ambulance himself, he did not want police to be present
- III. Emergency Response Discussion with Chief Irwin
 - a. Committee reviewed the active shooter PowerPoint that will be part of the online New Student Orientation (NSO)
 - b. Thanks to the Lewiston Police Department for their communication during the development of the Active Shooter PowerPoint
 - c. Jon Blanchard will distribute the PowerPoint to committee members
 - d. In the case of an active shooter incident
 - i. A message such as “shelter in place” or “evacuate” would be sent over RaveAlert
 - ii. Alertus is a silent alarm that comes across your entire computer screen with a message
 - iii. Alertus beacons will also display a message and flash
 - e. It would be helpful for the police department to have access to the following in the event of an emergency situation:

- i. Access cards to cut down on the time delay
 - ii. Floor plans
 - iii. Access to the IP cameras
- f. If an emergency situation occurs on campus, PIPD would have the lead as it is their jurisdiction, then it would become a joint effort (i.e. county police, state police, NMCC personnel, etc.) depending on the situation
- g. NMCC staff would be welcome to attend ICS training
- h. Would be a benefit to give officers a tour of NMCC and possibly have them train on campus
- i. Long standing relationship between the behavioral intervention team and the PIPD
- j. Signage and immediate access is important
- k. Need to look at installing cameras in labs and Residential Life
- l. NMCC will support the PIPD in their request for an armored vehicle
- m. Reviewed a safety PowerPoint
 - i. Should add the option to request a security escort

Old Business

IV. Policy Review Assignments

- a. Policy reviews due to Jon by next week
- b. Blood Borne Pathogens Policy (George Gartley and Trena Soucy)
- c. Fire Prevention Policy (Peter Goheen)
- d. Hazard Communication Policy (Tim Crowley)
- e. Hearing Conservation Policy (Shari Ward)
- f. Lock out/ Tag out Policy (Pam Buck)
- g. Respirator Policy (Bob Collins)
- h. VDT Policy (Mike Williams and Beth Hummel)
- i. Narcan Policy (AJ Gagnon and Dottie Martin)
 - i. Draft of Narcan Policy was distributed to the Committee
 - ii. This policy will provide guidance on who and how Narcan would be administered on our campus
 - iii. Competency to administer Narcan would be proven in the following ways:
 - 1. Individual would be given a written exam and need to score 80% or higher
 - 2. Return demonstration of Narcan
 - iv. Narcan is benign if administered to someone who doesn't need it
 - v. If too much Narcan is given, there are no effects
 - vi. Library, Security, and RA Office will have Narcan on hand
 - 1. A spare kit can be kept in the Security Office
 - vii. It is administered in the form of a nasal mist
 - viii. Narcan is good for one year
 - ix. You must call 911 even if Narcan has been administered
 - x. The overdose is not done once Narcan is administered, it only hinders it for a short time
- j. Emergency Action Plan (Jon Blanchard)

- V. Online Safety Training Update (Barry)
 - a. Training is still ongoing – 37 individuals still need to complete trainings
 - b. Managers will contact supervisors to get information back out to employees
- VI. Signage for Crosswalks Update (Peter, Barry)
 - a. Waiting on vendor, may need to change vendor
 - b. Tabled until next meeting
- VII. Emergency Plan for Power Outages
 - a. Question was raised at President’s council meeting in regards to what other campuses are doing and what resources are available to us for emergency power

Round Table

- VIII. Portable heaters
 - a. Had an incident of one being left on overnight next to cloth
 - b. Individual will be retrained on use of portable heaters
 - c. Possibly have a “three strikes, you’re out” policy
- IX. Snow removal
 - a. Snow and ice removal procedures were changed this year
 - b. Everything (i.e. sanding, salting, parking lots, walkways) is to be done by 6:30 a.m.
- X. Student’s tools stolen from truck
 - a. Still under investigation
 - b. Student claims his tools were stolen from the back of his truck while he was taking an exam on campus
 - c. There was no clear camera view of the truck while it was on campus
 - d. Tools were in the open on the truck bed
- XI. Light on the AED outside the Wellness Center is flashing indicating a low battery
 - a. Peter Goheen will follow up on this
- XII. Snowbanks at entrances need to be pushed back
 - a. Rear entrance to Christie and north entrance

Next meeting: Wednesday, January 17th at 1:00 p.m., Third Floor Conference Room

Attachments: Diesel Hydraulic Shop Safety Rules

NMCC Policy on Use of Intranasal Naloxone Administration

Diesel Hydraulic Shop Safety Rules

1. Eye protection must be worn at all times, when working on vehicles at any location, (i.e. roadside and yard areas). Lab, side shields must be present on all eyeglasses. Side shields and glasses must meet approved ANSI standards.
2. Welding/cutting goggles must be worn when using torches. Appropriate welding gear must be used when welding (i.e. apron, gloves, helmets, welding screens).
3. Clothing must not be loose, hanging, or torn enough to be caught in motors, tools or machinery. (Coveralls or lab coat is recommended)
4. When moving trucks/equipment in and out of lab and in the yard a ground guide must be with the unit an operator at all times.
5. Adequate footwear must be worn which will provide comfort and safety. It's required that personnel wear Safety Shoes. Shop personal must not wear soft-shoes such as sneakers, running, jogging or walking shoes, etc. Open toe sandals, thongs, etc. are also prohibited.
6. Gloves must be worn when handling any sharp objects (i.e. cut steel, exhaust parts and glass).
7. Jack stands must be used at all times when vehicles are jacked up.
8. All vehicles in shop must be chocked at all times except when moving in or out.
9. All vehicles running inside with doors closed, or when otherwise necessary, must have an exhaust hose attached to remove exhaust, except when moving vehicles in or out.
10. Floors must be kept clean at all times: grease, oil, water, antifreeze must be cleaned up immediately to prevent slipping or falling injuries.
11. Hallways must be kept clear of projections of any nature to prevent injury.
12. All old repair parts should be disposed of properly. (Scrap metal bin)

13. All paints must be stored in approved storage cabinets.
14. All ladders, tools, etc. must be stored in their proper place when not being used.
15. Tire cage must be used when inflating tires.
16. No smoking in shop area at any time.
17. No droplights should be used except those with non-conductive covers and explosion proof bulbs.
18. All droplights must be in good working order – no cut or worn cords. No plug outlets or switches at bulb end.
19. Keep battery area clean at all times.
20. Use goggles or face shield when handling batteries.
21. Use rubber gloves and apron when handling batteries.
22. Air blow guns should not exceed 30 P.S.I. and use eye protection at all times.
23. Do not cut empty drums with a torch at any time.
24. No horse play at any time.
25. Wear rubber gloved when washing parts in parts cleaner.
26. Only authorized personnel will drive vehicles in and out of shop days. Doors must be fully open during use. Fork Lifts operated by trained personal only.
27. All cords and extension must be properly stored when not in use.
28. No painting or use of flammable materials in shop areas without proper ventilation.
29. No flammable or hazardous materials placarded units are allowed in the shop at any time.

30. Unapproved starting fluids must not be used in vehicles.
31. Creepers, when not in use, should stand on end and out of traffic lines.
32. Soiled and/or used rags must be deposited in metal self-closing covered cans in compliance with good housekeeping.
33. All tools not in proper repair and/or working condition must be reported to the Instructor immediately.
34. Flammable liquids will not be used to wash engines, parts or floor.
35. Observe and obey NO SMOKING SIGNS.
36. Keys are to be removed and hung on the driver's side mirror of all units or on key board in lab office.
37. Entering and exiting vehicles must be done with the 3 point contact method only, facing the vehicle.
38. Oxygen and Acetylene must be properly stored and chained when not in use.
39. Any lifting over 50 pounds is prohibited without the assistance of another person.
40. Follow operating instructions when using steam cleaner. Use only over shop drain area or outside of shop. COOL DOWN UNIT – RELEASE PRESSURE AFTER USE.

NMCC POLICY ON USE OF INTRNASAL NALOXONE ADMINISTRATION

I. POLICY

Northern Maine Community College (NMCC) personnel trained and approved to administer intranasal naloxone according to Maine State Emergency Medical Services (EMS) protocol are authorized to do so to persons on campus believed to be in an acute narcotic overdose with respiratory depression/failure.

II. PURPOSE

The purpose of this policy is to allow adequately trained and approved NMCC personnel to administer nasal naloxone to persons on campus believed to be in a acute narcotic overdose and to establish a procedure outlining and providing guidance for the administration of naloxone.

III. DEFINITIONS

- A. *Emergency Medical Services (EMS)* - Pre-hospital emergency medical Services refers to the treatment and transport of patient in crisis health situations that may be life threatening. For NMCC and the purposes of policy EMS exclusively refers to the Presque Isle fire and ambulance department who provide primary EMS response to the NMCC campus.
- B. *Mucosal Atomization Device (MAD)* - Is a intranasal mucosal device used to deliver a mist of atomized medication that is absorbed directly into the nasal, oral, laryngeal, tracheal and pulmonary mucosal surfaces. This results in the delivery of the atomized medication into the person's blood stream and directly into the brain and cerebrospinal fluid. This method of medication administration achieves medication levels comparable to injections.
- C. *Naloxone (trade name Narcan)* - An opioid receptor antagonist and reversal agent for Narcotic overdose produced in intramuscular, intranasal or intravenous forms. Naloxone can be administered via 2mg/2mL prefilled syringes compatible with the intranasal mucosal automation device for nasal rescue.
- D. *Narcotic*- A drug that depresses the central nervous system, thus relieving pain and producing sleep. Excessive doses produce unconsciousness, stupor, coma, respiratory depression, pulmonary edema, and sometimes death. Examples include but are not limited:
- Heroin
 - Fentanyl
 - Morphine
 - Hydromorphone
 - Hydrocodone

- oxymorphone
- Oxycodone.

E. **Narcotic Overdose** - An acute condition including but not limited to extreme physical illness, decreased level of consciousness, respiratory depression/failure, coma, or death secondary to toxic levels of Narcotic ingestion or administration.

G. **NMCC Personnel** – Approved and trained NMCC personnel are composed of resident assistants, security, and library personnel who have successfully completed the training requirements to administer intranasal Naloxone.

IV. **AUTHORIZED ADMINISTRATION OF NALOXONE**

All NMCC resident assistances, security personnel, and library personnel will be trained and prove competency with Naloxone administration by 1.) Completing a written examination with a score of 80 or higher 2.) Successful return demonstration of intranasal Naloxone administration.

The following objectives will be provided in the designated NMCC intranasal Naloxone training:

- Recognition of the signs and symptoms of a narcotic overdose with respiratory depression/failure.
- Preparation and administration of intranasal Naloxone
- Identification and management of the affected person's response to Naloxone
- How to provide continued support to affected person until EMS arrives and assumes care

V. **REPORTING**

A complete report of an event involving the administration of naloxone shall be completed by the NMCC personnel who administered the naloxone and provided to Security prior to the end of the personnel's shift or regular workday.

VI. **STORAGE, INSPECTION AND REPLACEMENT**

A. Naloxone shall be stored in approved cases in order to avoid extreme cold, heat or direct sunlight. These cases will be located in the following designated locations:

- Security office.
- Resident assistant office.
- Library.

NMCC department personnel to whom a naloxone kit is provided shall be responsible for inspecting the kit on a weekly basis, including the expiration date on the box or vial and the condition of the MAD. After each inspection, the Naloxone kit log sheet will be completed documenting the results of the corresponding check.

B. Missing, damaged, used, or expired naloxone kit(s) shall be reported to Security immediately.

C. Trained and authorized NMCC personnel will have access to replacement naloxone kits as needed. Requests for replacement kits shall be made through Security.

VII. DIRECTIVE

This document is the property of Northern Maine Community College. It shall not be duplicated or distributed without the authority of the President or his authorized designee.

Signed: _____
Tim Crowley, President

Date: _____