

## **Safety Committee Minutes**

**January 17, 2018**

### **Third Floor Conference Room**

Attendees: Jon Blanchard, Pam Buck, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Andrew Gagnon, George Gartley, Barry Ingraham, Dottie Martin, Rob Ottaviano, Bob Rice, Tom Richard, Trena Soucy, Shari Ward, Mike Williams

Absent: Bob Collins, Fred Doody, Peter Goheen, Beth Hummel, Lori Keith, Rick Taggett

- I. Review minutes of December 20, 2017 meeting
  - a. Minutes were accepted and approved

### **New Business**

- II. Incident Reports (Mike)
  - a. Two employee incidents
    - i. Cut thumb on snow blower
    - ii. Slip and pulled thigh muscle
  - b. Dining Commons – near miss incident January 9
    - i. Water booster was being worked on
    - ii. There was an electrical fire and small explosion
    - iii. Water was turned off to the unit, but electricity was not locked out
    - iv. Peter did an accident investigation, interviewed about seven people
    - v. Lockout/tagout was not done properly on the equipment
    - vi. Tony Jones from MEMIC will be here on January 29 to retrain all maintenance staff on lockout/tagout
    - vii. Barry met with the employee and reviewed the following:
      - 1. What a near miss is
      - 2. Lockout/tagout policy and procedures
      - 3. Procedures for the water booster
    - viii. Barry has another meeting with the employee and will go over the following:
      - 1. Will go through the employee's lockout/tagout equipment
      - 2. Employee will have to demonstrate the lockout/tagout procedure on a piece of equipment
    - ix. Barry assigned online lockout/tagout training to the employee
    - x. Any new equipment purchased for campus needs to be reviewed and procedures need to be updated
    - xi. Incident will be dealt with internally and shared with MEMIC afterwards
- III. OSHA
  - a. NMCC is required as an entity to file the OSHA log yearly and make it public
  - b. OSHA form 300a is posted in the Christie Lobby

- IV. Cameras on campus: security v. institutional use (Dottie)
- a. NMCC has a Security Camera Policy stating where cameras can be used and what can be reviewed
  - b. The current Security Camera Policy was distributed
  - c. Revisit possibly having security cameras in labs/classrooms
  - d. Request form must be filled out in order to review the security footage
  - e. Cameras are not monitored at all times
  - f. Should we have a permission form for students to sign for classroom recording?
  - g. It is encouraged that we add more security cameras
  - h. There is no restriction on security cameras filming a classroom
    - i. Content that the instructor is delivering is property of the Maine Community College System
    - ii. Lectures can be videotaped, redistributed, etc.
  - i. This topic will be taken back to the faculty management group to discuss students in areas that are being recorded
  - j. Possibly add cameras in the Dining Commons and gymnasium
  - k. Footage is kept for 15 days
  - l. If there is an incident, IT must be notified within 15 days of the incident so they can archive the footage offline

#### **Old Business**

- V. Action Item review/updates
- a. Item 1 – hazard assessments
    - i. Responsible party is HR and senior management with help from safety committee
    - ii. Review position description form
  - b. Item 2 & 3 – safety training; safety training before beginning work
    - i. Barry and Beth met with the System Office regarding having authorization to create records on SafeColleges
  - c. Item 4 – online training for forklift
    - i. Resolved
  - d. Item 5 – Narcan training
    - i. Need to state in the policy that 911 must be called and is the first step to be taken prior to administration of anything
    - ii. May make the adjustment to call this a procedure rather than a policy
    - iii. 3. G. on policy – change resident assistant to residential life staff
    - iv. Use generic name
    - v. Policy has been approved with edits
  - e. Item 6 – steel storage
    - i. Pam will follow up with Barry regarding the steel storage
  - f. Item 7 – delivery trucks in crosswalk area
    - i. Tabled
  - g. Item 8 – security cameras
    - i. Responsible party faculty management group

- h. Item 9 – policy reviews
    - i. Jon will follow up with individuals for the remaining policy reviews
  - i. New action item(s)
    - i. Safety eyes for door openers on overhead doors in Trade Tech
      - 1. Pam gave pricing to the business office
- VI. Policy Review Assignments
  - a. Blood Borne Pathogens Policy (George Gartley/Trena Soucy)
  - b. Fire Prevention Policy (Peter Goheen)
  - c. Hazard Communication Policy (Tim Crowley)
  - d. Hearing Conservation Policy (Shari Ward)
  - e. Lockout/Tagout Policy (Pam Buck)
  - f. Respirator Policy (Bob Collins)
  - g. VDT Policy (Mike Williams/Beth Hummel)
  - h. Narcan Policy (AJ Gagnon/Dottie Martin)
  - i. Emergency Action Plan (Jon Blanchard)
- VII. Emergency Plan for Power Outages (Tim Crowley)
  - a. Issued was raised at President's council
  - b. System has been made aware of the need for a backup energy source

#### **Round Table**

- VIII. PPE
  - a. It is the faculty's responsibility to ensure students are using proper PPE
- IX. Construction projects starting this spring (expected to start in April)
  - a. Aroostook Hall will be renovated for the Water Treatment Technology program
  - b. Second floor in the Allied Health & EMS area
- X. Microbiology lab
  - a. Bacinerators have been received
  - b. Propane can be shut off to the lab
- XI. Nursing mezzanine mirror
  - a. Barry has looked into what type of mirror would work as it needs to be installed on the brick wall
  - b. As a temporary fix the furniture on the mezzanine has been rearranged

**Next meeting:** Wednesday, February 21<sup>st</sup> at 10:00 a.m., Third Floor Conference Room

Attachment: Security Camera Policy

## Northern Maine Community College

### SECURITY CAMERA POLICY

Last Revised: March 2010

#### Purpose

The purpose of this policy is to provide guidelines regarding the use of security cameras at Northern Maine Community College. The campus Environmental, Health & Safety Committee will review this policy annually.

Security cameras are defined as cameras used to enhance security, safety and quality of life of the campus community. This policy does not imply or guarantee that cameras will be monitored in real time and does not intend to, or in fact confer, any other substantive rights to any person who is, or may be, viewed by such cameras. Data obtained through the use of a security camera(s) is not considered to be Directory Information and may be subject to confidentiality restrictions, including but not limited to FERPA requirements.

#### Policy

The use of security cameras at Northern Maine Community College will be to deter crime, assist in providing information in code of conduct or criminal violations and provide enhanced safety and security of individuals and property of the College community.

Security camera use on campus is considered appropriate when it enhances the:

- protection of individuals, equipment and facilities
- monitoring of public areas
- monitoring of building entrances and exits
- investigation of criminal activity

Security camera use on campus is considered unacceptable when it entails:

- the installation of "dummy" cameras that do not operate on a regular basis
- infringement on a person's reasonable expectation of privacy
- filming or monitoring as a means of surreptitiously evaluating employee performance
- monitoring that violates the Equal Opportunity and/or Affirmative Action programs

Equipment will be installed in areas limited to those that do not violate a reasonable expectation of privacy. The camera(s) will record video only and will not record, nor monitor, any audio sources. Recorded data will be digitally stored for approximately one month before being overwritten. During the digital storage period requests to review any recorded streams or images must be submitted using the appropriate Security Camera Footage Request Form to the Director of Physical Plant and Technology. A copy of the form will be kept in the Director of Finance's office for a minimum of one year after submission. Ability to monitor security camera footage will be limited to campus security personnel, local and state police and emergency

response personnel. The Director of Physical Plant and Technology, or their designee(s), will have the ability to review footage in order to assist in investigations or ensure proper functionality. All other access requests must be submitted to the Director of Physical Plant and Technology, in writing, and approved for the ability to monitor areas they are responsible for in accordance with this policy.