

Safety Committee Minutes

April 18, 2018

Third Floor Conference Room

Attendees: Jon Blanchard, Pam Buck, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Andrew Gagnon, George Gartley, Beth Hummel, Barry Ingraham, Dottie Martin, Trena Soucy, Shari Ward, Mike Williams

Absent: Bob Collins, Fred Doody, Peter Goheen, Lori Keith, Rob Ottaviano, Bob Rice, Tom Richard, Rick Taggett

***highlighted text are comments from the 5-16-18 Safety Committee meeting**

- I. Review minutes of January 17, 2018 meeting
 - a. Minutes were accepted and approved
- II. Review minutes of the March 23, 2018 joint Safety Committee/Faculty Management meeting
 - a. Minutes were accepted and approved

New Business

- III. Incident reports since January 17, 2018 (Mike)
 - a. Ten incidents (9 students, 1 employee)
 - b. Student
 - i. Slip and fall in Res Life area
 - ii. Taken to emergency room by ambulance due to being dizzy, light headed, and having chest pain
 - iii. Found snorting a white substance in a locker room
 - iv. Jammed fingers in the Diesel Lab
 - v. Individual with ongoing health problem passed out at Cary Medical Center in a patient's room, fell and cracked their head
 - vi. Minor cut on wrist with a sander in Auto Collision
 - vii. Needle stick at Cary Medical Center
 - viii. Exposure to bacterial meningitis at Cary Medical Center
 - c. Employee
 - i. Minor damage to security car
 - d. Near misses should always be reported
- IV. Snow Hall electrical issue on April 16 (Barry)
 - a. Events leading up to the electrical issue
 - i. Elevator stopped working, people were stuck in it, Fire Department was called to extract them
 - ii. Heat pumps were shutting off, had someone come in to work on the pumps
 - b. Electrical issue with main panel for the building
 - i. Arcing and melting
 - c. Parts have been ordered, just need to schedule a time to fix the panel
 - d. Few minor things happened on April 13 that went unreported

- V. Campus response to incident at Homeless Shelter (Bill)
 - a. Security received notice from Presque Isle Police Department (PIPD) that there was an unidentified individual they were unable to locate
 - b. Random stabbing occurred at the Homeless Shelter
 - c. Searches were completed by Security and PIPD
 - d. It was decided that if the individual was not located by early the next morning then campus would be closed
 - i. Campus was closed the next day
 - ii. Individual was located around 8:50 a.m.
 - e. Debriefing occurred on April 13
- VI. Radon testing (Barry)
 - a. State law now requires college dorms and apartments to be tested
 - b. Was completed over February break
 - c. A few areas in Snow Hall tested higher than what is allowed
 - i. Meeting was held with the affected students and they were relocated
 - ii. No health risk for anyone else in the building
 - d. We have a mitigation plan
 - i. Will work around summer programs
 - ii. Drill hole in concrete floor, vent a pvc pipe to outside
 - iii. Will test again after mitigation
 - e. Are we required to notify new incoming students?
 - i. Barry will check
 - f. How often do you have to test?
 - i. There is a 10 year stipulation after testing
 - 1. Barry needs to get clarification on it
 - 2. It states landlord may test every 10 years
- VII. Security Camera discussion (Safety/Faculty Management meeting on March 23)
 - a. Need to ensure faculty and staff are comfortable with cameras
 - b. Not to be used for watching people, only for incidents
 - i. Not monitored 24/7
 - ii. Areas that are monitored flash across security's screen
 - c. Parking lots, etc. need more coverage
 - d. Some are confusing Panopto with security cameras
 - i. Instructors feel like they would be recorded all the time if they have Panopto cameras in their classroom
 - e. Some are uncomfortable with cameras in classrooms and labs
 - i. People afraid "big brother" is watching
 - ii. Terminology – cameras are not being used for "surveillance" they're for "security"
 - iii. Need to help people understand why we want to do this
 - iv. We need to work with them and educate them
 - f. Need to take a step forward with this
 - g. May be helpful if concerned faculty take a look at the Nursing classroom and how it works

- VIII. Emergency Plan review (meeting with Dick Golden on April 5)
 - a. Dick Golden met with Safety Committee on April 5
 - b. Suggestions were more to reorganize the plan rather than rewrite it
 - c. Video surveillance (security cameras) should be everywhere
- IX. Handicap access (Tim)
 - a. Phi Theta Kappa (PTK) did an assessment of handicap accessibility on campus
 - b. ADA requirements
 - i. Most spaces, particularly restrooms, meet the ADA requirements at the time the building was built
 - c. Suggestions
 - i. The doors between the Conference Center and the Business Office could be held open by magnetic holders during the school year
 - ii. Have evacutrac training for students
 - iii. Have time for faculty, staff, and students to try out a wheelchair to see what it's like to get around the building
 - d. Admissions Office has ordered a wheelchair to have on hand
 - e. Nursing department should look into purchasing a couple wheelchairs

Old Business

- X. Action Item review
 - a. Safety training
 - i. IT developed a system that will allow us to manage our users rather than waiting for the payroll system to update it
 - 1. Can get users on SafeColleges quicker
 - 2. Has not been put in place yet
 - b. Steel storage
 - i. Barry needs a better understanding of what Pam wants to do with it
 - c. Delivery trucks in crosswalk area
 - i. Have the pricing from one vendor – costs about \$4,000
 - 1. Hanging sign above crosswalk from pole to building
 - 2. Will have flashing lights to tell people to slow down
 - d. Policy reviews
 - i. Have received about half of the reviews back
 - e. Safety eyes
 - i. In the process of being installed, close to complete
 - ii. Installed at Automotive, Auto Collision, Building Construction, Plumbing and Heating, and Welding

Round Table

- XI. Safety switch for compressed air automatic shut off works perfectly

Next meeting: Wednesday, May 16th at 10:00 a.m., Third Floor Conference Room