

Safety Committee Minutes

June 20, 2018

Third Floor Conference Room

Attendees: Jon Blanchard, Pam Buck, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Andrew Gagnon, Peter Goheen, Beth Hummel, Barry Ingraham, Dottie Martin, Tom Richard, Mike Williams

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

- I. Review minutes of May 16, 2018 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since May 16, 2018 (Mike)
 - a. One employee incident
 - i. Missed a step on a ladder when descending and fell into a chair
 - 1. Sought treatment
- III. Facilities update (Barry)
 - a. MEMIC inspection
 - i. Used oil drums in Diesel Hydraulics and Automotive Technology need labels
 - 1. Pam will order
 - ii. Welder in Diesel Hydraulics needs new end
 - iii. Auto Collision trench drain needs to be replaced
 - iv. Maintenance had Lockout Tagout questions regarding breakers
 - 1. Tony Jones researched and replied – each individual circuit must be locked out, it is not approved to lockout an entire panel
 - b. Snow Hall panel
 - i. New breaker and holder have been installed
 - ii. There was a defect in the panel since 1992
 - c. Radon remediation
 - i. Was put out to bid, had no responses
 - ii. Will bid out again
 - iii. We are considered commercial and most radon mitigation services are residential
 - iv. Goal is to have completed before August
 - d. Alertus
 - i. Began Alertus project to upgrade to the paid version rather than the free grant version
 - ii. Will be receiving emergency buttons
 - 1. Need to discuss who will have access and where they will be placed
 - iii. Messages
 - 1. Were reviewed by senior management

- e. Safe Colleges
 - i. Implementation is complete
 - ii. People are on the SafeColleges system within one day after being entered in our system
 - iii. Beth has a document that will be sent to supervisors as to who is responsible for what and when
- f. Access Control
 - i. Had a demonstration today
 - ii. Looked at cost, door hardware, software
 - iii. Capability to integrate into the Kantech system

Old Business

- I. Jon
 - a. Will make updates to policies from safety policy reviews, will convert to pdf, and send to group for review
 - b. Year-end review/annual report – hoping to distribute to committee for next meeting
- II. SHAPE recertification preparation discussion
 - a. Good recognition for the campus
 - b. Do we need to continue?
 - i. If we go for recertification and don't receive it won't hurt us
 - ii. We save money when we are certified
 - c. Tim requested Mike look at injury rates over last couple of years and compare
 - d. Maybe try for the five year, then see where we are at
 - e. We need to do a training audit
 - f. Still have the issue of people working before Beth receives a contract
 - i. Mike requested Beth point those out to him when that happens
 - g. Some training is important to have hands on
 - h. Many online ones assigned are ones that are more policy based or general training
 - i. Hazard assessments need to be reevaluated
 - j. Look at areas from last SHAPE inspection where there were concerns, ensure the concerns were addressed and move toward recertification
 - k. Move forward with recertification
 - l. Requirements for the SHAPE award are on their website
 - i. Barry will send to Jon and Jon will distribute to the committee
- III. Action Item review
 - a. Item 1 hazard assessments
 - i. Covered in the above discussion
 - b. Item 2 safety training
 - i. Covered in the above discussion
 - c. Item 3 safety training before beginning work
 - i. Covered in above discussion
 - d. Item 4 steel storage
 - i. Barry and Pam need to get together and look at it
 - e. Item 5 delivery trucks in crosswalk area

- i. Barry has a quote, waiting for July
- f. Item 6 security cameras
 - i. Have funding and will do something within the next year
 - ii. Faculty who have requested to have cameras need to fill out a form before they can be installed
 - 1. Need to do areas that are more beneficial from a safety/security point of view, then they can go in other areas
- g. Item 7 policy reviews
 - i. One outstanding
- h. Item 8 radon testing
 - i. Does notification need to go to future students stating that testing has been done?
 - 1. Bill will follow up with Amy Homans

Round Table

- IV. Tom
 - a. What is the date, time, and location for the Survivor Aroostook mock disaster drill?
 - b. Dottie will double check
- V. Dottie
 - a. Mock plane crash at airport
 - i. Second tentative date is August 11
 - ii. Tim will contact city to find out what this event is and where it is
 - iii. As part of the city of Presque Isle plan we are the site in the event of a disaster at the airport for the families to come here and the airline would work with us
 - iv. Who else has us in their disaster plan?
 - 1. TAMC
 - 2. MSAD #1
- VI. Pam
 - a. Survivor Aroostook will be using Diesel Hydraulics
- VII. Peter
 - a. Key boxes have been moved over to Security from Maintenance
 - b. Working on criminal history checks
 - c. Have contracted with a databank in Colorado that can do nationwide criminal background checks
 - d. ID machine is out for repair
 - e. Locks on windows at Reed Dining Commons are broken and can be opened from the outside – Rob O. asked Peter to pass along to committee
 - f. Security
 - i. No security 12:00 a.m. – 7:00 a.m. for summer
 - 1. After 12:00 a.m. calls are forwarded to Peter's phone
 - 2. Survivor is aware there is no security at night
 - ii. Securitas contracted for weekends and holidays
 - 1. Contract ends June 30
 - 2. Going out to bid

- g. Fire alarm last week at Andrews Hall
 - i. Someone burned what they were cooking in the Resident Director (RD) apartment
 - ii. Alarms were not audible in the RD apartment
 - iii. Certain areas in Andrews the alarms are not loud enough
 - h. Camera system has just been updated by Barry and Robert
 - i. It's quicker to find things, clearer, more storage
- VIII. Jon
- a. Penobscot and Washington windows have the same issue as the windows at Reed Dining Commons

Next meeting: Wednesday, July 18th, at 10:00 a.m., Third Floor Conference Room