

Safety Committee Minutes

September 19, 2018

Third Floor Conference Room

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

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

- I. Review minutes of June 20, 2018 meeting
 - a. Strike statement regarding infrared testing of panel
 - b. Minutes were accepted and approved with change

New Business

- II. Incident reports since June 20, 2018 (Mike)
 - a. Two employee incidents
 - i. Strained right hand while scrubbing floors
 - ii. Back strain
 - b. One student worker incident
 - i. Panic attack – ambulance was called, they transported the student
 - c. Check with MEMIC about explaining what is/isn't a workers comp claim during their next visit
- III. Alertus messaging (Bill)
 - a. Two messages have been created (attached)
 - i. Active threat on campus
 - ii. Evacuation notice
 - b. Areas that will be authorized to "hit the button" are student affairs, security, and third location to be determined
 - c. When an Alertus message is received it freezes the computer until you acknowledge that you've seen it
 - d. Emergency messages only
 - e. Other messages (i.e. storm closing) go out through RaveAlert
 - f. Does Alertus go to all campus networks?
 - g. Is there a possibility of putting monitors in labs to receive Alertus messages?
 - i. Will discuss at the faculty meeting to get some input for solutions
- IV. Fire Inspections (Peter)
 - a. Presque Isle Fire Department (PIFD) performed inspection on September 6th
 - b. Snow Hall
 - i. Floor drain in laundry room smelled of sewer gas
 - 1. Water was poured in the trap the day before
 - 2. PIFD suggested to vent the area
 - c. Andrews Hall

- i. Laundry room door was propped open, needs to be kept closed at all times
 - ii. Crash bar on stairwell door that leads to the laundry room is not functioning, wires sticking out of it
 - d. Reed Dining Commons
 - i. Junction box in the cellar missing a screw
 - ii. Clutter carts in front of ramp to exit door
 - iii. Burnt out light in an exit sign
 - e. PIFD randomly checked fire extinguishers and AEDs
 - i. Peter and Glenn inspect these at least once per month
 - f. No problems with sprinkler inspections
 - g. Keys and locks functioning properly is an issue
 - h. Andrews Hall and Snow Hall fire drills were completed September 17th
 - i. Drills were successful
- V. Safety Training – SafeColleges online
 - a. Deadline September 21st
 - b. Senior managers and department chairs need to follow up with individuals in their departments
 - c. There is concern about users not having to enter a password
 - d. Pam reported that forklift training has been completed online and a rodeo will be held week of September 24th
- VI. Facilities update (Barry)
 - a. Radon remediation is complete
 - i. Systems have been installed on the buildings needing remediation
- VII. Classroom door locking in a “barricade” emergency (Shari)
 - a. Barricading options
 - i. Ashland schools were recently instructed to keep their filing cabinets close to the door to use for barricading
 - b. Door lock options
 - i. Most instructors don’t have keys to each of the classrooms they teach in, no flip lock on those doors
 - ii. Locking options: sliders that go on elbows, cable loops that can be mounted on the inside of the door
 - iii. Hardware options have to be approved by fire marshal’s office

Old Business

- I. SHAPE recertification preparation discussion
 - a. Paperwork was completed week of September 10th to move forward with the recertification
 - i. They will send us an inspection date
 - b. According to OSHA we need to be in compliance even if we choose not to move forward with SHAPE
 - c. Pros/cons of having the SHAPE award
 - i. Doesn’t make a difference in our insurance rate unless there are claims against it

- ii. Does make a difference in workers comp rate; it's not based on how compliant you are, but by how many incidents you have
- II. Action Item review
 - a. Item 1 hazard assessments
 - i. Need an assessment done at the System level
 - 1. Human Resource function that should occur before a position is put in place
 - ii. Possibility to use a safety person from another campus
 - b. Item 3 safety training before beginning work
 - i. Staff safety training should be done before doing training for faculty
 - ii. Staff can go through training any time in the summer
 - c. Item 4 steel storage
 - i. Pam and Barry met after the last safety committee meeting and looked at possibility of creating access at the back of the shed
 - 1. Will be costly
 - ii. Building has a lot of other materials stored in it
 - iii. Do not have a solution yet
 - iv. Possibly move some storage items to the Sheet Metal Lab
 - d. Item 5 delivery trucks in crosswalk area
 - i. Estimate was around \$4,000
 - ii. Light and sign suspended above crosswalk
 - iii. Better to have a sign than not
 - iv. Delivery trucks need designated location
 - 1. Possibly use Sheet Metal Lab for central receiving
 - v. Three separate issues in one
 - 1. Crosswalk not distinguished
 - 2. Vehicles parking in roadway
 - 3. Delivery trucks backing up into the canopy entrance
 - e. Item 6 security cameras
 - i. Some faculty are interested, some aren't
 - ii. Interested in putting them in the labs
 - iii. Will discuss at faculty meeting to get some input
 - iv. Have pricing on exterior lighting
 - v. Request was submitted to the System Office to get funding for additional security cameras and other items
 - 1. Unsure of status
 - f. Item 7 policy reviews
 - i. Complete
 - g. Item 8 radon testing
 - i. Complete
 - h. Item 9 SHAPE recertification
 - i. Paperwork was submitted to move forward

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

Attachment: Active Threat and Evacuation Notice

"NMCC Active Threat on Campus.. Run, Hide, Fight, as appropriate to your current situation. More information, as available, at: <http://www.nmcc.edu>"

"NMCC Evacuation Notice. All people are to evacuate the campus immediately in a calm and orderly fashion. More information, as available, at <http://www.nmcc.edu>."