

Safety Committee Minutes

October 17, 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, Mike Williams

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

- I. Review minutes of September 19, 2018 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since September 19, 2018 meeting (Mike)
 - a. One student incident
 - i. Near the Diesel Lab a student fell off the tailgate of a pickup and bumped his head
- III. Safety Training – SafeColleges online
 - a. Completion rate
 - i. Have about 30 individuals left
 - ii. Courtney will distribute the list of outstanding training to senior management
 1. Once the list has been distributed, if supervisors notice individuals on the list who are no longer here, they should notify Beth and Courtney of them
- IV. Facilities update (Barry)
 - a. Mailman Trades Lighting
 - i. This project is to improve the lighting at the back of the Mailman Trades Building
 - ii. The design is almost done
 - iii. It will include surveillance cameras
 - b. Gym Locker Room Renovation
 - i. Currently in the design phase
 - ii. Locker rooms will be redone to match the quality of the Wellness Center locker rooms
 - iii. Construction should start the beginning of March
 - c. Renovation of Penobscot 12
 - i. Looking to use for Family Housing
 - ii. Have some code questions that need to be answered before moving forward
 - d. Canopy Entrance at rear of Christie Lobby
 - i. Was a safety issue
 - ii. In process of being replaced
 - e. 4-way Intersection

- i. Correcting storm water management issues
 - ii. Fixing the bump
 - f. Snow Removal
 - i. Currently out to bid
 - ii. Everything is to be done by 6:30 a.m. by our Maintenance staff and whoever the hired contractors are
 - g. Mailman Trades to Christie Crosswalk Signage
 - i. Contract is done, has been ordered
 - ii. Takes about two weeks to receive the items
 - iii. Work will probably start next week
 - iv. It will be attached from one of the poles at Mailman Trades to the Christie Complex
 - h. Metal Storage
 - i. Proposed solution to alter the existing steel shed is cost prohibited
 - ii. Still have the possibility to use the Sheet Metal Lab
 - 1. The steel is 24 feet long
 - 2. If the rack is put in the Sheet Metal Lab it will possibly block the overhead door
 - 3. Pam will check with Rick Taggett on the cost to have the steel cut so it will fit
 - i. Tony Jones – MEMIC
 - i. Will be here on November 28 to complete a facility inspection and provide training
 - 1. Slips, Trips, and Falls
 - 2. Back Injury Prevention
 - 3. VDT
 - a. If faculty are using their computers for 4+ hours then they will need training
 - b. Need to go over the workstation assessment with department chairs
 - c. Department chairs need to speak with their faculty before requesting an assessment of the faculty member's workspace

V. SHAPE Recertification

- a. We don't qualify due to the number of incidents we have had
- b. Need to review our injury rates
- c. Handouts regarding incident rates were distributed
- d. Have to wait for our rates to go down before we can reapply
- e. Barry will invite SafetyWorks to do an audit

Old Business

VI. Action Item review

- a. Item 1 hazard assessments
 - i. Going to engage System Office
- b. Item 2 safety training

- i. Discussed above under New Business III.
 - ii. Barry requested he be provided a list by next meeting of individuals needing access to reports on SafeColleges
- c. Item 3 steel storage
 - i. Discussed above under New Business IV. h.
- d. Item 4 crosswalk
 - i. Discussed above under New Business IV. g.
- e. Item 7 security cameras
 - i. Was discussed at the faculty meeting
 - ii. Needs to be taken to the faculty management group for a follow up discussion
- f. Item 9 defining workers' comp claim
 - i. Designate our provider for when someone has an incident
- g. Item 10 monitors in labs for Alertus
 - i. Made people aware at the faculty meeting that Alertus is being put into place
 - 1. Need to have same discussion with staff
 - ii. The buttons are almost ready to go

Round Table

- VII. RaveAlert
 - a. Sign back up if you haven't yet
- VIII. Loose stair tread in Martin stairwell
 - a. New tread has been ordered
 - b. Maintenance fixed loose tread for temporary use
- IX. Parking
 - a. Some vendors and employees are not happy with the new shipping/receiving area
 - b. Issues with student workers wanting to park in employee parking

Next meeting: Wednesday, November 21st at 10:00 a.m., Third Floor Conference Room

Attachments: Northern Maine Community College Incident Rate Worksheet
Calculating Injury and Illness Incidence Rates

**Northern Maine Community College
Incident Rate Worksheet**

2017					
Department	NAICS code	E/TRC	BLS TRC	E/DART	BLS DART
Education (K-12 & Secondary)	611710	8.2	4.0	8.2	1.8
2016					
Department	NAICS code	A/TRC	BLS TRC	A/DART	BLS DART
Education (K-12 & Secondary)	611710	3.6	4.0	3.6	1.8

2 YR Average					
Department		E/TRC	BLS TRC	E/DART	BLS DART
Education		5.9	4.0	5.9	1.8

Note: ETRC – Employer’s Total Recordable Cases
 BLS TRC – Bureau Labor Standards Total Recordable Cases
 E/DART – Employer’s Days Away Restricted or Transferred
 BLS DART – Bureau of Labor Days Away Restricted or Transferred

Optional

Calculating Injury and Illness Incidence Rates

What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions in paragraph (c).

(a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

(b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the OSHA Form 300A.

(c) The number of hours all employees actually worked during the year. Refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

$$\frac{\text{Total number of injuries and illnesses} \times 200,000}{\text{Number of hours worked by all employees}} = \text{Total recordable case rate}$$

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

$$\frac{\text{Number of entries in column H} + \text{Number of entries in column I} \times 200,000}{\text{Number of hours worked by all employees}} = \text{DART incidence rate}$$

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by

Note: You can type input into this form and save it. Because the forms in this recording package are "fillable" PDF documents, you can type into the input form fields and then save your inputs using the "Save Input" button. In addition, the forms are programmed to auto-calculate as appropriate.

various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov/iif/oshwc/osh/oshwc or by calling a BLS Regional Office.

Worksheet

Total number of injuries and illnesses X 200,000 + = Total recordable case rate

Number of hours worked by all employees

Number of entries in Column H + Column I X 200,000 + = DART incidence rate

Number of hours worked by all employees

Save Input

Reset

