

Safety Committee Minutes

January 16, 2019

Third Floor Conference Room

Attendees: Jon Blanchard, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Barry Ingraham, Dottie Martin, Bob Rice, Tom Richard, Trena Soucy, Mike Williams, Shari Ward

Absent: Pam Buck, Bob Collins, Fred Doody, Andrew Gagnon, Peter Goheen, Beth Hummel, Lori Keith, Rob Ottaviano, Rick Taggett

- I. Review minutes of October 17, 2018 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since October 17, 2018 meeting (Mike)
 - a. Three student incidents
 - i. Fall on ice
 - ii. Exposure to bacterial meningitis
 - 1. Was treated
 - 2. Happened at clinical site
 - iii. Set hair on fire in the Welding Lab
 - 1. Need to send this to Peter for accident investigation
 - b. One employee incident
 - i. Custodian shut hand in floor scrubber
 - 1. Incident was reviewed, reviewed training
 - 2. Proper procedures were not followed
 - c. If a contracted custodian is injured during the evening they are to call 911 and it would go to the outsourced person's workers' comp
- III. Facilities update (Barry)
 - a. Mailman Trades to Christie Crosswalk Signage
 - i. Flashing caution light has been installed
 - ii. Going to be changed out to a crosswalk sign with LED lights around it that flash
 - b. Mailman Trades Exterior Lighting
 - i. Contractor has been hired
 - ii. Lights have been ordered
 - iii. Submittals have been approved
 - iv. 8 weeks or longer for delivery time on the poles and lights
 - v. Contractor will start working in the Diesel Hydraulics Lab
 - 1. Will work off hours (weekends) so not to interfere with classes
 - 2. Contractor will check in with Security
 - 3. Security will be checking on the contractor from time to time as he will be working alone
 - c. Gym Locker Room Renovation

- i. Currently out to bid
 - ii. Will start to see activity in that area the end of February
- d. Snow Removal
 - i. Contractor is going to subcontract the walkways piece
- e. RaveAlert and Alertus
 - i. Buttons have been purchased
 - ii. Buttons will trigger both systems
 - iii. Robert working on an issue with the buttons not triggering RaveAlert
 - 1. RaveAlert has to upgrade their product for it to work
 - 2. As an interim solution, RaveAlert's text and email notification can be triggered from Alertus
 - iv. Will run test messages once everything is in place

Old Business

IV. Action Item review

- a. Item 1 hazard assessments
 - i. President Crowley will follow up with System Office
- b. Item 2 safety training
 - i. SafeColleges report access will be given to the following: President's cabinet, department chairs, Jon Blanchard
 - ii. Looking at completing lab assistant contracts once a year with safety training being completed prior to getting paid
- c. Item 3 steel storage
 - i. Was discussed during October meeting that Pam would follow up with Rick Taggett to find out cost to cut the steel
 - 1. Will follow up with Pam during next Safety Committee meeting
- d. Item 4 security cameras
 - i. Cameras will be going up in the Mailman Trades parking lot as part of the Exterior Lighting project
- e. Item 5 defining workers comp claim
 - i. Mike is going to OSHA training Thursday, January 24
 - ii. Mike tried to get the information electronically, but it is not offered that way
- f. Item 6 monitors in labs for Alertus
 - i. No change
 - ii. Alertus messages show on all college owned computers

V. SHAPE Recertification

- a. SafetyWorks will be on campus April 18
 - i. Will review our policies, committee minutes, physical spaces, medical and training records, OSHA log, etc.
 - ii. If they find anything they'll tell us what needs to be corrected
 - 1. There will not be a fine
 - iii. Exit interview will be held with the Safety Committee

Round Table

- VI. Snow removal
 - a. Snow banks are high, makes it hard to see when leaving
 - b. Contractors and Maintenance have done a really good job with plowing and sanding
 - c. Lori and Henry have done a really nice job with snow removal
- VII. Keys to cabinets (acids & corrosives, flammables)
 - a. Shari will give keys to IT so copies can be made for Maintenance, Security, Barry, and Trena
 - b. Dave Dougan at MSSM offers a free safety training biannually for instructors who use chemicals in their classroom
 - i. Next training is in March
 - c. Need to evaluate if we need a chemical hygiene plan
- VIII. Bacterial incinerators
 - a. Thank you from Trena for the purchase of her incinerators
- IX. Propane Tank
 - a. Can be removed
 - b. Trena and Shari no longer need it

Next meeting: Wednesday, February 20th at 1:00 p.m., Third Floor Conference Room