

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