

Safety Committee Minutes

March 20, 2019

Third Floor Conference Room

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

Absent: Bob Collins, Tim Crowley, Andrew Gagnon, Barry Ingraham, Lori Keith, Rob Ottaviano, Trena Soucy, Rick Taggett

- I. Review minutes of February 20, 2019 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since February 20, 2019 meeting (Mike)
 - a. Two incidents
 - i. One happened after our last meeting
 - 1. Student jammed finger in the Welding Lab between test plate and bench
 - ii. One happened before our last meeting, but it wasn't reported until after
 - 1. Employee got a splinter in Building Construction Lab, didn't get it all out when he tried to remove it, had to have surgery
 - b. Important to report incidents, even if you feel like you haven't been hurt too badly, so it's on record
- III. Facilities update (Barry)
 - a. SafetyWorks visit in April
 - i. Will be on campus April 18th to complete an audit
 - ii. Staff training
 - 1. Make sure staff trainings are up-to-date
 - iii. Area inspections
 - 1. Make sure any that need to be done are done
 - b. Facilities update on projects this Friday at staff meeting

Old Business

- IV. Action Item review
 - a. Item 7 – remove propane tank
 - i. Has the tank been removed?

Round Table

- V. Driver safety online training
 - a. Training for staff who are approved to drive college vehicles

- b. We also receive a discount on our premium for completing this training
- VI. Spring fire drill on hold
 - a. No safe place for people to go during the drill
 - b. Waiting for snow to melt
- VII. Parking
 - a. Make public aware there is no parking on lawns
- VIII. Active shooter situation
 - a. Possibility to lock classrooms from inside
 - i. What are our options?
 - b. Faculty should review run, hide, fight training
 - c. Give faculty an opportunity to meet with someone, possibly Peter, to discuss what to do during a shelter in place
 - d. Remind faculty members of security issues with their classroom(s) and office spaces
 - i. Run, hide, fight training is always available on the portal
 - ii. Run, hide, fight posters placed around campus have a QR code on them you can scan with your cell phone and it will play the video
- IX. Job Fair happening tomorrow Thursday, March 21

Next meeting: Wednesday, April 17th at 10:00 a.m., Third Floor Conference Room