

## **Safety Committee Minutes**

**July 17, 2019**

### **Third Floor Conference Room**

Attendees: Jon Blanchard, Tim Crowley, Courtney Cyr-recorder, Peter Goheen, Barry Ingraham, Dottie Martin, Kord Putnam, Tom Richard

Absent: Pam Buck, Bob Collins, Bill Egeler, Andrew Gagnon, Beth Hummel, Lori Keith, Rob Ottaviano, Bob Rice, Trena Soucy, Rick Taggett, Shari Ward, Mike Williams

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

#### **New Business**

- II. Incident reports since March 20, 2019 meeting (Jon)
  - a. One incident
    - i. Custodian was cleaning near a filing cabinet when a flashlight fell off the top of the cabinet and onto the custodian's head
- III. Facilities update (Barry)
  - a. Mailman Trades Exterior Lighting
    - i. Closing out, finishing paperwork portion
  - b. Andrews Hall Windows and Doors
    - i. Finishing up tiles in entryway
    - ii. Doors will be done July 17 or July 18
  - c. Access Controls
    - i. Currently functional
    - ii. Robert has a good process of getting people in and out of the system
    - iii. Will have new printer for ID cards to go with new system
    - iv. Getting pricing to get rid of mag locks
    - v. Wrapping up shortly
  - d. Reed Dining Commons Renovation
    - i. Working on design
  - e. Crosswalk Signage
    - i. Will change lights to flashing crosswalk sign
  - f. SafetyWorks Report
    - i. Committee reviewed report
    - ii. About 25 issues – all are classified as serious hazards
      - 1. Respirator program
        - a. Not reviewed since 2016; if it was reviewed then it wasn't noted on our document

- b. Generic items in our program, respirators mentioned in program need to be specific to us
- 2. Digital SDS
  - a. Not referenced, our document still refers to the paper system
  - b. SafetyWorks was impressed by our SDS system
- 3. Exposure Control Plan
  - a. Need to identify a healthcare provider in our plan who we direct employees to when they have had an exposure incident
  - b. Labeled 2016
- 4. Lockout/Tagout
  - a. We have similar items grouped together – these need to be separated
  - b. Each piece of equipment needs to have its own lockout/tagout procedure
- 5. Asbestos Containing Material
  - a. Training needs to occur annually
- 6. Jack Inspections
  - a. No one was here at the time of inspection to produce the records
  - b. Need to happen every six months
- 7. Bloodborne Pathogens Exposure Training
  - a. Need to produce records
- 8. Hepatitis B Vaccination
  - a. Need to produce records
- 9. PPE Training
  - a. Need to produce records
- 10. Respiratory Training
  - a. Train employees on our program
  - b. Need to produce records of medical clearance
- 11. Respiratory Fit Test
  - a. Need to produce records
- 12. Lockout Tagout Inspections
  - a. Need to conduct annual inspection of lockout tagout procedures
  - b. Need to conduct annual inspection of lockout tagout procedures with each authorized employee
- 13. Forklift
  - a. Need to produce records
- 14. Electrical Work
  - a. Need documented training records verifying that employees are qualified to do electrical work
- 15. Milling Machine
  - a. Precision Machining
  - b. Vertical milling machine needs to be anchored to the ground

- 16. Eye/Face Protection
  - a. Need training to show we've trained everyone who uses eye/face protection
- 17. Fall Hazard
  - a. Carpentry – what is being done to train for fall hazards?
- 18. Full Body Harnesses
  - a. Wind Power – inspection of harnesses was not complete
- 19. Gantry Crane
  - a. Wind Power
  - b. Need to be inspected by qualified person
- 20. Auto Lift Inspections
  - a. Auto Collision
  - b. One machine missing a sticker
  - c. Qualified person needs to inspect lifts
- 21. Acetylene Cylinders
  - a. Plumbing and Heating
  - b. Tanks out in the open, weren't secure, regulator was on
- 22. HV Unit
  - a. Shaft needs guard
- 23. Poor Housekeeping
  - a. Plumbing and Heating
  - b. Carpentry
  - c. Auto Collision
- iii. SafetyWorks individual was only here for 4-5 hours the day of the inspection, normally they spend 2 days with us to go through our documentation
- IV. Northern Light A.R. Gould MOU Review
  - a. Copy of the agreement was distributed to committee members (attached)

## **Old Business**

- V. Action Item review
  - a. Item 6 – Chemical hygiene plan
    - i. Trena and Shari will need to get into the plan and tailor it to what they're doing and what they are using
    - ii. Barry has shared samples with Trena and Shari
  - b. Item 7 – Propane tank
    - i. Tank is off
    - ii. Can be removed, but no one has any info on it
      - 1. Barry will follow up with Mike to see how we can dispose of it

## **Round Table**

- VI. Room 204 security
  - a. President Crowley requested the room be cleaned up, items locked away in cabinets, and install security camera
  - b. Security is the only one who should be unlocking 204

- c. Others have been asked not to unlock this room
- VII. Faculty classrooms
  - a. If assigned classroom then that is the classroom you use
  - b. If they would like a different classroom they must fill out a form to change rooms
- VIII. Mailman Trades lighting and cameras
  - a. Very happy with the lighting
  - b. Had to adjust a camera due to seeing the roadway
- IX. Gazebo fire
  - a. Had a fire at the gazebo
- X. Smoking on campus
  - a. Construction workers have been caught smoking on campus
- XI. Spring fire drills
  - a. Completed spring fire drills late due to mounds of snow and icy conditions

**Next meeting: Wednesday, September 18<sup>th</sup> at 1:00 p.m., Third Floor Conference Room**

Attachment: Northern Light A.R. Gould Hospital MOU Review



## MEMORANDUM OF UNDERSTANDING (MOU)

Between

**A.R. Gould Hospital**

And

**Northern Maine Community College**

**This is an agreement between A.R. Gould Hospital (ARG) and the Northern Maine Community College (NMCC).**

### **I. PURPOSE & SCOPE**

The purpose of this MOU is to identify the roles and responsibilities of each party as it relates to the implementation of emergency operations and sustainability of ARG in the event of a disaster or emergency. This MOU is intended to establish an agreement between ARG and NMCC. ARG facilities that may be associated with this MOU include:

- AR Gould Hospital, 140 Academy Street, Presque Isle
- North Street Healthcare Facility, 23 North Street, Presque Isle
- County Dialysis, 21 North Street, Presque Isle
- Aroostook Health Center, 15 Highland Avenue, Mars Hill
- Fort Fairfield Health Center, 23 High Street, Fort Fairfield

### **II. BACKGROUND**

The A.R. Gould Hospital has been a pivotal healthcare organization in Aroostook County since 1912. Our mission is to restore, maintain, and improve the health of our friends and neighbors in a compassionate and professional environment.

### **III. ARG RESPONSIBILITIES UNDER THIS MOU:**

- ARG will notify the Northern Maine Community College to enact the MOU for the reasons established.
- ARG will make available the personnel necessary to carry out the MOU, if applicable.
- ARG will compensate the NMCC according to the entity's usual and customary rates.

### **IV. NORTHERN MAINE COMMUNITY COLLEGE RESPONSIBILITIES UNDER THIS MOU:**

- Northern Maine Community College agrees to furnish A.R. Gould Hospital with reasonable resource(s) available, such as food services, transportation, or temporary shelter. A request from ARG should be considered a priority.
- Northern Maine Community College will provide the Hospital with delivery documentation of the requested resource.
- Northern Maine Community College will provide the Hospital with an invoice within seven (7) business days following the termination of the emergency or disaster event to ensure payment is cared for in a timely manner.

### **V. EFFECTIVE TERM AND SIGNATURE**

The term of this agreement shall be for a period of five (5) years, June 24, 2019, and ending on June 24, 2024, unless either party provides a written notice to the other party on non-renewal at least ninety (90) days prior to expiration.

**A.R. Gould Hospital**

**Northern Maine Community College**

  
Kevin Reed  
Manager of Safety & Security

  
Authorized Signature



Kevin Reed  
Manager of Safety & Security  
A.R. Gould Hospital  
Security Services  
140 Academy Street  
Presque Isle, Maine 04769

Office 207.768.4349  
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# Memo

Date 06.18.2019

To Northern Maine Community Collage

From Kevin Reed, Safety & Security Manager

Re Memorandum of Understanding

To whom it may concern,

Please find attached the proposed Memorandum of Understanding between Northern Light Health A.R. Gould Hospital and the Northern Maine Community Collage. Please review the information contained in the MOU and if it meets your approval, please sign a copy of the document and e-mail or mail it back to me.

Please contact me directly with any questions or concerns.

Respectfully,

A handwritten signature in black ink, appearing to read "K. Reed", written over the printed name.

Kevin Reed  
Manger of Safety & Security  
A.R. Gould Hospital