

Safety Committee Minutes

October 23, 2019

Third Floor Conference Room

Attendees: Jon Blanchard, Courtney Cyr-recorder, Mike Dunlop, Peter Goheen, Loren Gordon, Lee Griffin, Barry Ingraham, Bob Rice, Tom Richard, Trena Soucy, Shari Ward, Mike Williams

Absent: Pam Buck, Bob Collins, Tim Crowley, Bill Egeler, Andrew Gagnon, Joan Haines, Beth Hummel, Lori Keith, Dottie Martin, Rob Ottaviano, Kord Putnam

- I. Review minutes of September 11, 2019 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since September 11, 2019 meeting (Mike W.)
 - a. One employee and two student incidents
 - i. Nursing instructor lost balance and fell coming into the Christie Lobby
 - ii. Automotive student hit his thumb with a hammer and split it open
 - iii. Nursing student had a fast heartbeat and felt dizzy
 - b. Contractor's employee slipped and fell
 - i. Waiting for report from the contractor
- III. SafetyWorks update
 - a. Was given an extra 30 days to complete the following
 - i. Lockout Tagout (LOTO) procedures review
 1. Remove procedures for equipment we no longer have and add procedures for any new equipment
 2. Barry gave Lee the LOTO procedures that maintenance is responsible for
 3. Barry will email Pam regarding the remaining ones for the Trade Tech area
 4. Barry will email the LOTO procedures to Mike D.
 - a. Should be distributed to all department chairs so they can review in case there is something in their area
 5. Best to report any new pieces of equipment so it can be determined if it needs a LOTO procedure
 6. Policy states that any new equipment has to be brought to our attention before it's purchased
 - ii. PPE assessment
 1. Find records
 - b. Respirator
 - i. Need to follow up with Pam for clarification if Frank is required or voluntary
- IV. Policy Revision

- a. List of policy changes was distributed to committee during meeting and via email a month prior
 - b. Naloxone policy
 - i. Need more information before we can make a decision
 - 1. Page 4 edit on list of policy changes
 - 2. Jon will follow up with AJ on expiration
 - 3. We don't have the product yet, how do we get it?
 - 4. Training and disposal
 - 5. Who monitors it?
 - ii. Naloxone will be located in three offices
 - 1. Individuals in these offices will be responsible for inspecting their own kits
- V. Other
- a. MEMIC
 - i. Barry met with Tony Jones
 - 1. After reviewing the SafetyWorks report, Tony decided not to complete the facility inspection
 - 2. MEMIC would like us to share our information from SafetyWorks with the other Community Colleges
 - a. Mike D. or someone may need to work with the System Office to figure out best way to do this
 - ii. Slips, trips, and falls is the largest injury system wide
 - 1. Tony provided samples of the ice cleats they suggest (\$30/pair)
 - a. Barry will be offering these to custodial if they'd like to try them
 - 2. Will be designating a parking lot for early morning employees
 - 3. Will make salt available to all employees at main entrances/exits
 - a. May provide NMCC cups to all employees
 - iii. Training
 - 1. Tony will possibly return to NMCC the end of November to provide training for the following:
 - a. Back injury prevention
 - b. Slips, trips, and falls
 - c. VDT
 - b. Snow Removal
 - i. Daigle Property Maintenance will do the initial cleaning in the morning
 - ii. Custodial and maintenance staff will maintain it throughout the day

Old Business

- VI. Action Item review
 - a. Chemical hygiene plan
 - i. Need to designate who is responsible for what
 - b. Remove propane tank
 - i. Mike W. will call Daigle Oil
 - c. SafetyWorks extension items

- i. Double checking of dates listed on policies is complete

Round Table

- VII. Security
 - a. Short for 24/7 coverage
 - i. Currently covered 7:00 a.m. – midnight all week
 - b. Conducted interviews October 16th
 - i. Turned a name in to President Crowley
- VIII. Maintenance
 - a. Recently purchased a motorized lift gate
 - i. Will help guard against ergonomic issues and slips, trips, and falls
- IX. Exterior lighting issue
 - a. Thank you to all those who helped fix this
- X. Recap on debrief of safety incident
 - a. Debrief happened after last Safety Committee meeting
 - i. Intention is to have an employee meeting where this will be covered as a topic
- XI. Fire drills
 - a. Planning to complete Residential Life fire drills weekend following this meeting
 - b. Rest of campus fire drills will be done soon

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

Attachment: September 2019 NMCC Emergency Policies and Procedures Review

September 2019 NMCC Emergency Policies and Procedures Review

Recommendations:

Disaster Preparedness and Response Plan

Page 3:

- Change "Director of Housing/Residential Life" to "Director of Residential Life"

Page 5:

- Update VP/Academic Dean to include Michael Dunlop Work Phone 760-1128; Home Phone (781) 234-4039; Cell Phone 768-0032
- Change "Director of Housing/Residential Life" to "Director of Residential Life"
- Remove PriSM Representative

Page 7:

- Remove language that indicates individuals should "take all belongings with you", or other unnecessary items like "book bag" in the event of an emergency evacuation. Instead, include "bring your jacket".

Page 8:

- Correct spelling error – "Faculties" should be "Facilities"

Page 10:

- Change language that says, "Fire alarm pull stations are located throughout the hallways in **all buildings** on campus" since there are some buildings with no pull stations. Recommend "...hallways in **designated** buildings..."

Page 11:

- Change "Director of Housing/Residential Life" to "Director of Residential Life"

Page 12:

- Add oxford comma after the word "staff" on the third bullet point for consistency with the rest of the document.

Page 16:

- Change language that says "both" entrances on Central drive to either "all" entrances or "all three" entrances.
- Remove the bullet point describing the Airport Drive entrance that no longer exists

- Add language that includes the “Alertus” notification system under the “Notification to campus community” section.

Page 17:

- Add language under the “Communications” section that indicates subsequent campus updates in the case of an emergency will be located on the campus homepage of the website.

Page 18:

- Add oxford comma after the word “staff” under section 1 of NMCC Crisis Communication Plan for consistency with the rest of the document.

Page 19:

- Eliminate the word “team” under section 6, after the acronym EMG for consistency with the rest of the document.

Page 21:

- Replace the language “core team” with “EMG” on the 8th square bullet point down for consistency with the rest of the document.

Page 26:

- Update VP/Academic Dean to include Michael Dunlop
- Change “Director of Housing/Residential Life” to “Director of Residential Life”

Page 27:

- Add Lee Griffin to “Maintenance”
- Add Michael Dunlop to “Liaison Officer”

Page 28:

- Change “Director of Housing/Residential Life” to “Director of Residential Life”

Hazard Communications Policy

No changes

Bloodborne Pathogen Exposure and Control Policy

No changes

Confined Space Entry Policy

- Update maps at the end of the policy to eliminate buildings that no longer exist and include the campus' newest buildings (Wellness Center, Maintenance building)
- Update Storm Drain map to include new drain in front of Andrews Hall
- Manhole in lawn on north campus lawn not included??

Fire Prevention Plan

No changes

Control of Hazardous Energy Lock Out/Tag Out Written Program

Page 3:

- Add oxford comma after the word "staff" after letter G. for consistency with the rest of the document.

Video Display Terminal and Office Ergonomics Policy

- Under "Training and Education" correct spelling of the word "training" from "trailing"

Policy on use of Intranasal Naloxone Administration

Page 2:

- Suggest edit to "NMCC Personnel" to be more generic. Change "...personnel are composed of resident assistants, security, and library personnel who have successfully completed the training" to "...personnel are composed of personnel who have successfully completed the training".

Page 4:

- Suggest edit to "VI Storage, Inspection, and Replacement" – current policy calls for weekly inspections of naloxone kits on campus. Is this overkill? Can they reasonably be completed semi-annually?

Hearing Conservation Program

No changes

Respiratory Protection Program

Not reviewed – requires a reviewer with more technical knowledge on the topic than the Safety Committee Chairperson

Lockout/Tagout Procedures

Not reviewed – requires a reviewer with more technical knowledge on the topic than the Safety Committee Chairperson