

Safety Committee Minutes

September 11, 2019

Third Floor Conference Room

Attendees: Jon Blanchard, Bob Collins, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Peter Goheen, Loren Gordon, Lee Griffin, Joan Haines, Barry Ingraham, Lori Keith, Dottie Martin, Rob Ottaviano, Bob Rice, Tom Richard, Trena Soucy, Shari Ward, Mike Williams

Absent: Pam Buck, Mike Dunlop, Andrew Gagnon, Beth Hummel, Kord Putnam

- I. Review minutes of July 17, 2019 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since July 17, 2019 meeting (Mike W.)
 - a. Three incidents
 - i. Employee
 1. Twisted back while running cable in the ceiling
 - ii. Students
 1. Student backed their vehicle into a contractor vehicle
 2. Student cut self with a scalpel
- III. SafetyWorks update (Barry)
 - a. Remaining items need to be completed by end of September
 - b. 15 items left
 - i. Respiratory protection plan needs to be reviewed annually (last date recorded on the plan was 2016)
 - ii. Written hazard communication needs to reflect new SDS electronic system
 - iii. Review bloodborne pathogen plan
 - iv. Hydraulic jack inspections – Bob R. will let Pam know to get copies to Barry
 1. Need to be inspected if removed from the shop and after use
 2. Need to be inspected every six months regardless
 - v. Training on NMCC PPE written assessment was not complete
 - vi. Training on NMCC written respiratory protection program was not complete
 - vii. Lockout Tagout authorized employees need to be inspected annually
 - viii. Forklift records (rodeo piece) – Tim will talk with Pam
 - ix. Eye protection – reinforce training
 - x. Training for fall protection was not complete
 - xi. Inspections of full body harnesses were not complete
 - xii. Inspection of the gantry crane was not complete – Bob R. will check with Pam and get back to Barry or Tim

- xiii. Auto lift annual inspection was not complete – Bob R. will check with Pam and get back to Barry or Tim
 - c. Jon will double check dates on policies
 - d. For the trade items Tim will get with Pam for the records, get them to Jon, then Jon can coordinate with Barry and anyone else who should be involved
- IV. Process discussion for Monday's incident
 - a. Still ongoing
 - b. Notification time to the incident team and communication with RAs was very impressive
 - c. Peter received a call that morning from local police asking to not have anyone come to campus
 - d. Notices went out
 - i. If on campus then stay in place
 - ii. If off campus they received message of school is closed
 - e. Would be good idea to have instructors remind students in person to sign up for RaveAlert
 - f. Some resident students were confused by the messages
 - g. Cabinet met every two hours via phone
 - h. Would have been helpful if the RaveAlert message had wording in it to tell people it was a security issue rather than just unforeseen circumstance
 - i. Security items that need to be discussed at the System level
 - i. Need armed security on campus
 - ii. Need qualified security 24/7

Old Business

- V. Action Item review
 - a. Safety training
 - i. Done
 - b. Locking classrooms
 - i. Tim will get with department chairs and Mike D.
 - ii. Some offices have the same issue as the classrooms
 - iii. Ask people to look at how they lock doors and get back to us
 - iv. Need to get an understanding from the fire marshal of what we can do to secure doors
 - c. Safety records
 - i. Jon will take responsibility of developing the list of who keeps which trainings

Next meeting: Wednesday, October 23rd at 1:00 p.m., Third Floor Conference Room