

Safety Committee Minutes

November 20, 2019

Third Floor Conference Room

Attendees: Jon Blanchard, Tim Crowley, Courtney Cyr-recorder, Peter Goheen, Loren Gordon, Lee Griffin, Beth Hummel, Barry Ingraham, Tom Richard, Trena Soucy, Shari Ward, Mike Williams

Absent: Pam Buck, Bob Collins, Mike Dunlop, Bill Egeler, Andrew Gagnon, Joan Haines, Lori Keith, Dottie Martin, Rob Ottaviano, Kord Putnam, Bob Rice

- I. Review minutes of October 23, 2019 meeting
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since October 23, 2019 meeting (Mike W.)
 - a. Two student incidents
 - i. Plumbing and Heating Lab
 - 1. Student was sanding copper, it slipped in his hand and cut the base of a finger
 - 2. Resulted in a few stitches
 - ii. Residential Life Office
 - 1. Resident Assistant reached for a paper that was on the printer while sitting in office chair, chair tipped and student fell over back of chair
 - 2. Jon Blanchard will look at adjusting the shelf the printer is on
- III. Security Personnel/Coverage Update
 - a. George Brigham was recently hired
 - i. Will work evenings Tuesday through Friday and all day Saturday
 - b. Currently working with Securitas to get a couple more qualified people to fill in other hours needed
- IV. Other
 - a. Advanced Bloodborne Pathogens training
 - i. Has been scheduled for the second week of December for custodial, security, and plumber
 - ii. Angela Buck will be instructing
 - b. Maintenance
 - i. Purchased furniture movers in order to move piano from Keegan Room to Akeley Student Center
 - 1. Furniture movers can move up to 1,400 pounds
 - ii. Salt bins have been placed
 - 1. Barry looking into purchasing cups for all employees

Old Business

- V. Policy Revision
 - a. Tabled until next meeting so Andrew Gagnon can answer questions the committee has
- VI. Action Item review
 - a. Locking doors
 - i. Are there funds in the budget or grant possibilities available for purchasing a solution?
 - ii. Can it be added to the Christie second floor renovation?
- VII. Lockout Tagout Procedures update
 - a. Maintenance procedures have been reviewed
- VIII. SafetyWorks Items
 - a. Barry Ingraham and Courtney Cyr have created a binder with supporting documentation showing what has been done to correct items
 - b. Barry Ingraham will get with Tim Crowley and Pam Buck regarding records/inspections he needs copies of

Round Table

- IX. Snow Removal
 - a. Maintenance and contractors have been doing a good job

Next meeting: Wednesday, December 18th at 1:00 p.m., Third Floor Conference Room