

## Safety Committee Minutes

November 18, 2020

### Zoom Meeting

Attendees: Jon Blanchard, Angela Buck, Abby Clark, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, AJ Gagnon, Peter Goheen, Lee Griffin, Beth Hummel, Barry Ingraham, Dottie Martin, Bob Rice, Tom Richard, Mike Williams

Absent: Pam Buck, Joan Haines, Lori Keith, Rob Ottaviano, Kord Putnam, Trena Soucy, Shari Ward

- I. Review minutes of October 28, 2020 meeting
  - a. Minutes were accepted and approved

### New Business

- II. Incident reports since last meeting
  - a. One employee incident
    - i. The strap on his facemask snapped, hit him in the eye, and scratched his cornea
- III. COVID-19 check-in
  - a. Continuing effort to reduce the number of people on campus
  - b. Academic side making an effort to reduce number of students on campus after Thanksgiving
  - c. Spring schedule to run as currently scheduled
  - d. Holiday advisory email
    - i. Questions have arisen from the email
      1. Can individuals just take a COVID test then return to campus?
        - a. If you do not mask and social distance at your Thanksgiving gathering, whether in state or out of state, you will be on a strict 14-day quarantine
    - ii. Two statements in the email have to do with two separate questions on the LiveSafe app
      1. You must be able to answer no on all of the questions in order to return
  - e. Residential Life
    - i. Emailed residents and sent a letter to parents explaining that this year people are doing things differently for Thanksgiving
    - ii. Put care packages together (includes masks and hand sanitizer)
      1. RAs are passing out the packages and talking to residents about Thanksgiving break and protocols
    - iii. Currently have two resident students in quarantine
      1. One took a rapid test and sent away for the long acting test
        - a. Rapid test came back negative



VII. We should start to prepare ourselves for snow days

VIII. Securitas

- a. New security guard, Heath Johnson, is working at the front desk of the Student Center and will transition to nights

**Next Meeting: Wednesday, December 16<sup>th</sup>, 2:00pm via Zoom**

Attachment: Employee Safety Training Record Locations

## Employee Safety Training Record Locations

Name of course/policy	Responsible for keeping record	Info that is to be included in the record
Bloodborne Pathogens	Human Resources	<ul style="list-style-type: none"> <li>• Keep for 3 years subsequent to initial training</li> <li>• Dates of training sessions</li> <li>• Contents or summary of training sessions</li> <li>• Name(s) and qualifications of person conducting the training</li> <li>• Names and job titles of persons attending the training sessions</li> </ul>
Confined Space	Director of Finance	<ul style="list-style-type: none"> <li>• Keep for 3 years subsequent to initial training</li> <li>• Dates of training sessions</li> <li>• Contents or summary of training sessions</li> <li>• Name(s) and qualifications of person conducting the training</li> <li>• Names and job titles of persons attending the training sessions</li> </ul>
Fire Prevention	Dean of Technology and Facilities and Supervisor	<ul style="list-style-type: none"> <li>• Dean of Technology and Facilities to provide basic fire prevention training to all employees upon employment</li> <li>• Supervisors to train employees initially and annually and keep documentation of training</li> </ul>
Hazard Communications	Director of Finance	<ul style="list-style-type: none"> <li>• Date of training</li> <li>• Instructor name and signature</li> <li>• Name and signature of each employee in attendance</li> </ul>
Hearing Conservation	NMCC	<ul style="list-style-type: none"> <li>• Maintain record of employee exposure measurements for 2 years</li> <li>• Audiometric tests retained for the duration of employee's employment and 30 years from termination               <ul style="list-style-type: none"> <li>○ Name and job classification of employee</li> <li>○ Date of audiogram</li> <li>○ Examiner's name</li> <li>○ Date of last acoustic or exhaustive calibration of the audiometer</li> <li>○ Employee's most recent noise exposure assessment</li> <li>○ Background sound pressure level measurements in audiometric test rooms</li> </ul> </li> </ul>
Lockout Tagout Program	Director of Finance	<ul style="list-style-type: none"> <li>• Will retain all required records and documentation</li> </ul>
Respirator Policy	Human Resources and Health Center	<ul style="list-style-type: none"> <li>• Human Resources will retain medical fitness test, respirator fit tests, and training records</li> <li>• Health Center will retain medical portion of evaluation forms</li> </ul>