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 guarantine
 - 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

- b. Keeping the student and his roommate quarantined until the other test results come back
- 2. Previously quarantined student is now out of quarantine
- f. Inconsistent checking of app
 - i. Certain entry points to the college check with students and visitors to make sure they have completed the app, however, other areas aren't enforcing it as much
 - ii. Testing Center completes contact tracing and questions with individuals coming in for testing
- IV. 2020 Safety Policy Revision policy review assignments etc.
 - a. Jon will compile the revisions he's received and distribute to the committee for review
 - b. https://my.nmcc.edu/ICS/IT-Facilities/Saftey_Information.jnz
 - c. BloodBorne Pathogens Tom Richard
 - d. Confined Space Beth Hummel
 - e. Emergency Action Dottie Martin
 - f. Emergency Contact Shari Ward
 - g. Fire Prevention Peter Goheen
 - h. Hazardous Communications Pam Buck
 - i. Hearing Conservation Michael Williams
 - j. Lock Out/Tag Out Program Lee Griffin
 - k. Naloxone Administration Andrew Gagnon
 - I. Respiratory Protection Trena Soucy
 - m. VDT & Office Ergonomics Timothy Crowley
- V. Other
 - a. Reed Commons
 - i. Working on system for paying
 - ii. Currently taking head count

Old Business

- VI. Action item review
 - a. Item #7 Safety records
 - i. Courtney compiled list of who keeps which records according to what is currently written in our policies (attached)
 - 1. Director of Finance no longer keeps the records that are on the list
 - 2. Need to reword what is stated in our policies in regards to where records are kept
 - 3. Jon and Courtney will meet to go over which training records are available on SafeColleges
 - b. Item #10 Fire drills
 - i. Courtney purchased flags as discussed during the October Safety Committee meeting
 - ii. Need to update fire prevention policy with a statement about the flags
 - iii. Need to update evacuation plans for each room with a statement about the flags

Round Table

- 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 16th, 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	Keep for 3 years subsequent to initial training
		Dates of training sessions
		Contents or summary of training sessions
		 Name(s) and qualifications of person conducting the training
		 Names and job titles of persons attending the training sessions
Confined Space	Director of Finance	Keep for 3 years subsequent to initial training
		Dates of training sessions
		Contents or summary of training sessions
		 Name(s) and qualifications of person conducting the training
		 Names and job titles of persons attending the training sessions
Fire Prevention	Dean of Technology and Facilities	• Dean of Technology and Facilities to provide basic fire prevention training to all
	and	employees upon employment
	Supervisor	• Supervisors to train employees initially and annually and keep documentation
		of training
Hazard Communications	Director of Finance	Date of training
		 Instructor name and signature
		 Name and signature of each employee in attendance
Hearing Conservation	NMCC	 Maintain record of employee exposure measurements for 2 years
		• Audiometric tests retained for the duration of employee's employment and 30
		years from termination
		 Name and job classification of employee
		 Date of audiogram
		 Examiner's name
		\circ Date of last acoustic or exhaustive calibration of the audiometer
		 Employee's most recent noise exposure assessment
		 Background sound pressure level measurements in audiometric test rooms
Lockout Tagout Program	Director of Finance	 Will retain all required records and documentation
Respirator Policy	Human Resources	Human Resources will retain medical fitness test, respirator fit tests, and
	and	training records
	Health Center	Health Center will retain medical portion of evaluation forms