

Safety Committee Minutes

January 19, 2021

Zoom Meeting

Attendees: Jon Blanchard, Angela Buck, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, AJ Gagnon, Lee Griffin, Joan Haines, Barry Ingraham, Dottie Martin, Rob Ottaviano, Tom Richard, Trena Soucy, Shari Ward, Angela Wardwell, Mike Williams

Absent: Pam Buck, Abby Clark, Peter Goheen, Lori Keith, Kord Putnam, Bob Rice

- I. Review minutes of November 18, 2020 meeting
 - a. Minutes were approved
- II. Review minutes of December 1, 2020 meeting
 - a. Minutes were approved with addition of finalized Spring academic calendar

New Business

- III. Incident reports since last meeting
 - a. None
- IV. COVID-19 check-in
 - a. NMCC vaccination site
 - i. President Crowley has been working with Northern Light A.R. Gould to create a vaccination site at the college
 - ii. Northern Light A.R. Gould and our students (Nursing and Allied Health) will be assisting at the clinic
 1. Nursing students have already received the vaccine
 2. NMCC is just providing the space for the clinic; Northern Light A.R. Gould will provide the staffing and scheduling for appointments
 - iii. The clinic will be held in the gym
 1. First dates are Wednesday, January 27, and Friday, January 29
 - iv. Wellness Center entrance will be utilized by those with vaccination appointments
 1. Students will be directed to use a different entrance
 - v. Will have a police presence on campus during operation hours of clinic
 - vi. Akeley Lobby will be blocked off for individuals coming to the clinic
 1. Will not be able to access the Electrical wing from inside the building through the Akeley Lobby during the clinic
 - vii. About 1,000 vaccines will hopefully be administered next week

Old Business

- V. Safety training records
 - a. Reviewed safety training record locations

- i. Lockout Tagout, Hearing Conservation, and Confined Space policies need to be updated to reflect that the records will be kept in Human Resources
 - ii. Hepatitis B records are kept only in the Health Center
- VI. Safety Policy Revision – policy review assignments etc
 - a. Format of policy revision history
 - i. Most recent revision date will be recorded on the front of the policy
 - ii. Prior revision dates will be recorded at the end of the policy
 - b. https://my.nmcc.edu/ICS/IT-Facilities/Safety_Information.jnz
 - c. BloodBorne Pathogens
 - i. Record of declination of Hepatitis B vaccine should only be kept in the Health Center
 - ii. Updated personnel information such as names, titles, phone numbers
 - iii. Exposure level analysis
 - 1. Suggested changes will be sent to the System HR attorney for approval
 - d. Confined Space
 - i. Maps need to be updated to include new construction
 - e. Emergency Action
 - i. Cleaned up text, charts, etc.
 - ii. Changed 9-911 to 911
 - 1. No longer need to dial the 9 before 911
 - iii. Made note about the green flags that will be used to signal people it's okay to re-enter the building after a fire drill
 - iv. Appendix D
 - 1. Updated personnel
 - v. Appendix E
 - 1. Updated incident command layout
 - f. Emergency Contact
 - g. Fire Prevention
 - i. Hands on instruction
 - 1. If our policy says we do hands training on then we must provide training
 - 2. If our policy does not mention hands on training then we don't have to provide training
 - 3. Barry will check with Tony from MEMIC to see if he has information on this
 - h. Hazardous Communications
 - i. Reviewed suggestions for changes to the policy
 - ii. Barry will double check the most recent version of the policy was used
 - i. Hearing Conservation
 - i. Tests are required depending on the position a person is in
 - 1. Records are kept in the Health Center
 - j. Lock Out/Tag Out Program
 - i. Dottie and Kelly will work on formatting and removing signature lines
 - k. Naloxone Administration
 - l. Respiratory Protection
 - i. Need to work on consistency of grammar and formatting
 - m. VDT & Office Ergonomics
- VII. Action item review

- a. Item #7 – Install sharps containers in restrooms
 - i. AJ has found the following items:
 - 1. Wall cabinets (total of 15 = \$374.25)
 - 2. Sharps containers (total of 20 = \$159.00)
 - 3. Overall total to start out \$533.25
 - ii. Can make this a part of the routine for custodial to keep an eye on the containers for when they are full
 - iii. AJ will submit a requisition to Barry then determine how to order

Round Table

VIII. Slips, trips, and falls

- a. Be careful when walking outside, recent weather has made it slippery

Next Meeting: Wednesday, February 17th, 1:30pm via Zoom