

Safety Committee Minutes

October 20, 2021

Zoom Meeting

Attendees: Jon Blanchard, Pam Buck, Tim Crowley, Courtney Cyr-recorder, AJ Gagnon, Peter Goheen, Lee Griffin, Matt Grillo, Barry Ingraham, Lindsay LeBlanc, Dottie Martin, Trena Soucy, Mike Williams

Absent: Angela Buck, Joan Haines, Lori Keith, Kord Putnam, Tom Richard, Shari Ward

- I. Review minutes of August 18, 2021 meeting
 - a. Strike AR Gould as the contractor for the health center
 - b. Minutes were approved with change

New Business

- II. Incident reports
 - a. Three student incidents
 - i. Diesel Hydraulics student recovering from mono was having trouble swallowing
 1. Ambulance was called and he was taken to the hospital
 - ii. Residential Life RA was walking to back to dorm in the dark, took a shortcut where the new pavement is by Penobscot, went off the edge of the pavement and fell, sprained an ankle and bruised a knee
 1. Student was in walking boot for a while
 2. She's doing good now, has been out of the walking boot for several weeks
 3. Facilities staff will make sure issue with pavement is fixed
 - iii. Building Construction lab assistant tripped, banged head on something and cut it open, held paper towel to it until the bleeding stopped then kept on working
 1. No medical treatment was needed
- III. Covid-19 check-in
 - a. Discussed possibly shortening the spring semester by removing one of the one-week breaks
 - i. There are concerns about doing this again as it made it really hard on certain departments when we shortened last spring semester
 - ii. We have an advantage this year because students have been vaccinated, so coming and going during the breaks may not be as big of an issue as last year
 - iii. Maybe require a negative test from students who go away during the break when they return
 - b. Covid info has been updated on the NMCC website
- IV. Safety training review – SafeColleges
 - a. Please complete safety training and remind your staff to do so as well
- V. Tony Jones (MEMIC) visit in November

- a. November 17th
 - b. Will coordinate a time to talk with the Safety Committee
 - c. May be able to complete some VDT assessments while Tony is on campus
 - d. Could ask him to do some trainings for us (i.e. Back Injury Prevention; Video Display Terminal (VDT); Slips, Trips, and Falls)
- VI. Safety policy review
- a. Add to action items – find an outside contractor to review our policies
 - b. Deadline – have reviews done before next Safety Committee meeting
 - c. Word document version will be sent to those with assigned policies
 - i. Make changes within the document
 - ii. On a separate Word document, make a bulleted list of the changes you make including page and paragraph number
- VII. Stress management strategies
- a. Possibly place a Pac-Man game in the Christie Lobby
 - b. Events for students and employees
 - c. Ping pong in the gym
 - d. Cornhole
 - e. Matt Grillo has been in touch with Bill Casavant about trying something new for a mid-day break
 - i. Survey will be going out to get a feel for what people might be interested in and to find out what days/times work best
- VIII. Messaging for campus closures or emergencies
- a. Reviewed templates for messaging regarding campus closures or emergencies (see attached)

Old Business

- IX. Action item review
- a. Install sharps containers in restrooms
 - i. Complete
 - b. Hep B records
 - i. Paperwork is now included in the orientation process for new hires

Round Table

- X. Security needs to be notified when people on campus call for an ambulance
- XI. With winter coming we need to focus on slips, trips, and falls
- a. If there is an incident where you have a close call or a slip, please let the Facilities department know so they can take care of it

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

Attachment: Templates for Messaging Regarding Campus Closures or Emergencies

TEMPLATES FOR MESSAGING REGARDING CAMPUS CLOSURES OR EMERGENCIES

- ❖ When a **RAVE Alert** is done – there are three options for messaging (text, phone and email). The message must be the same and **cannot be more than 160 characters**. Below are examples of messages that could be used for this type of event. Numbers in () indicate the numbers of characters in the sample message.

FULL DAY CLOSURE:

NMCC, the Wellness Center and Husson will be closed (day/date) due to (snowstorm). Check Brightspace for assignments. Employees needed on campus will be contacted by their supervisor. (157)

EARLY CLOSURE:

Due to (mechanical problems), NMCC, the Wellness Center and Husson will be closing at (time) today (date). Check nmcc.edu for updates. (114)

Note: Remember, the telephone message will be spoken, so the month must be abbreviated or spelled out – adding characters to the messages above. You cannot use numbers 3/12/2021

- ❖ **ALERTUS** is the preferred communication source for on-campus emergencies that require immediate action, such as, shelter in place or evacuate. Once again, we are limited to 160 characters, since ALERTUS automatically activates a RAVE Alert.

ACTIVE THREAT ON CAMPUS:

Active Threat on Campus: Run, Hide, Fight, as appropriate to your current situation. More information, as available, at nmcc.edu (115)

EVACUATION NOTICE:

Evacuation Notice: All people are to evacuate the campus immediately in a calm and orderly fashion. More information, as available, at nmcc.edu (127)