

## Safety Committee Meeting Minutes

DATE	TIME	LOCATION
December 9, 2003	2:00 – 3:00 p.m.	Plymouth County Room, Campus Center

Members Present	Members Absent
Patty Delaney, Environmental Health & Safety Officer	Melinda Lamoureux, Staff Assistant, Human Resources
Antonio Chaves, Maintainer I, Facilities	John Rocharz, Technical Assistant II, Biology
Claire DeVincentis, Clerk IV, Elementary Education	Scott Sampson, Campus Police
Denis Maguy, Director of Facilities	
Steve Scott, Plumber, Facilities	
Jane Thomas, Assistant Director, Human Resources	
Brian Townley, Maintainer II, Residence Life and Housing	

### ISSUES DISCUSSED:

- Claire will be on as Chief Steward. She will be on Safety Committee.
- Visit School of Education’s file room. What are they using to get up to top of files?
- Security in all buildings, bad doors, unlocked, and lights on.
- Slips, trips, and falls were discussed with the winter weather being so bad this year. We have had a lot of accidents in this area.
- Discussion on Art and Science Building 24/7 access. Student safety. Any class that leads to lab, the door gets locked to keep away from chemicals. Photo Lab is another issue, leaving water running. Found a beer bottle in Art Building, something we should expect. Card access security card signing 135 for Art Photo 3 or 4 so far Room 103.
- Haz Com training in November for all Facilities, Residence Life and Housing staff.
- New maintainers training safety issues to do Right-to-Know Haz Coms Training.
- Peter Martel – Money for 1<sup>st</sup> Responder Training for Garage/Grounds/Power Plant.
- Maintainer II goes over with new employees and chemicals.
- Typical closet. What’s in it? Something to post, “Don’t mix chemicals.”.
- Fire safety drills with dorms to be held.
- Elevator phones.
- Went over grant and training information.
  - Ergonomics Training Program –
    - Tuesday, January 27<sup>th</sup> (8:00 a.m. – 10:00 a.m.) – Conant Science Lecture Hall
    - Wednesday, February 11<sup>th</sup> (3:00 p.m. – 5:00 p.m.) – Conant Science Lecture Hall
    - Tuesday, February 24<sup>th</sup> (10:00 a.m. – 12:00 p.m.) – RCC 209, Crimson & White Room
    - Tuesday, March 23<sup>rd</sup> (8:00 a.m. – 10:00 a.m.) – Conant Science Lecture Hall
    - Wednesday, March 31<sup>st</sup> (4:00 p.m. – 6:00 p.m.) – Conant Science Lecture Hall
    - Thursday, April 8<sup>th</sup> (10:00 a.m. – 12:00 p.m.) – RCC 209, Crimson & White Room
    - Tuesday, April 20<sup>th</sup> (3:00 p.m. – 5:00 p.m.) – Conant Science Lecture Hall
    - Tuesday, May 11<sup>th</sup> (8:00 a.m. – 10:00 a.m.) – Conant Science Lecture Hall
    - Wednesday, May 19<sup>th</sup> (3:00 p.m. – 5:00 p.m.) – Conant Science Lecture Hall
    - Wednesday, May 26<sup>th</sup> (4:00 p.m. – 6:00 p.m.) – Conant Science Lecture Hall
    - Tuesday, June 8<sup>th</sup> (10:00 a.m. – 12:00 p.m.) – Conant Science Lecture Hall
    - Wednesday, June 23<sup>rd</sup> (5:00 p.m. – 7:00 p.m.) – Conant Science Lecture Hall
    - Tuesday, June 29<sup>th</sup> (4:00 p.m. – 6:00 p.m.) – Conant Science Lecture Hall

## Safety Committee Meeting Minutes

- Slips, Trips, and Falls Training Program –  
Tuesday, January 27<sup>th</sup> (10:00 a.m. – 12:00 p.m.) – RCC 202  
Wednesday, January 28<sup>th</sup> (4:00 p.m. – 6:00 p.m.) – Conant Science Lecture Hall  
Wednesday, February 11<sup>th</sup> (5:00 p.m. – 7:00 p.m.) – Conant Science Lecture Hall  
Tuesday, February 24<sup>th</sup> (8:00 a.m. – 10:00 a.m.) – Conant Science Lecture Hall  
Tuesday, March 23<sup>rd</sup> (10:00 a.m. – 12:00 p.m.) – RCC 202  
Wednesday, March 31<sup>st</sup> (6:00 p.m. – 8:00 p.m.) – Conant Science Lecture Hall  
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Wednesday, June 23<sup>rd</sup> (3:00 p.m. – 5:00 p.m.) – Conant Science Lecture Hall

### NEXT MEETING SCHEDULED

DATE	TIME	LOCATION
February 10, 2004	2:00 p.m. – 3:30 p.m.	Plymouth County Room, Campus Center

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Patricia A. Delaney  
Safety Committee Chairperson