

Safety Committee Meeting Minutes

DATE	TIME	LOCATION
Tuesday, May 23, 2000	10:00 – 11:30 a.m.	Plymouth County Room Campus Center

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

ISSUES DISCUSSED:

- Ms. Delaney discussed her job duties to the committee in regards to the Environmental Health and Safety Management Plan. She passed out her “job description” with the breakdown on Environmental, Health and Safety.
- Ms. Delaney discussed the training that has occur with employees on campus in regards to Confined Space Training, Hazardous Waste Management, Right-To-Know/Bloodborne Pathogen and First Responder (HazWoper), and Asbestos Associated Project Worker training.
- Ms. Delaney told the group that she has asked all the Facilities and Residence Life and Housing Department’s to look at their first aid kits and see if they were available to the employees. Per the OSHA regulations the college is not required to have first aid kits if the availability of medial personnel for a serious injuries other than life threatening injuries can be expected, the response time for trained personnel is for 15 minutes. Personnel had first aid kits available, if you need one you would be required to call Barbara Freeman to request a kit.
- Ms. Delaney asked the group if they would like to discuss evacuation plans for the buildings at the next meeting and bring some information to that meeting on the topic.
- Ms. Delaney discussed the Environmental Health and Safety Management Plan that she is writing and sending out for review to different departments that would be effected by the policies. Everyone thought this is going to be a good idea to have a book for everyone and that they could look at and find out exactly what to do for example with hazardous waste.
- The committee would like to look at getting a quarterly newsletter out to the employees on safety issues and what issues the safety committee is looking at.

SAFETY MATTERS UNDER CONSIDERATION:

- Air Quality Issues in Buildings were discussed. They were concerned with the air quality in the buildings (i.e. Hart Hall, Science Building, Shea/Durgin) I told the group that in the future I could get the Division of Occupational Safety to do air monitoring in some of the buildings.
- Safety belts were questioned with the amount of work the maintainers are doing in regards to moving furniture etc.
- Mr. Townley wanted to know if we could get some films that are more in line with the jobs that the maintainers do with cleaning, for safety issues.
- Elevator issues were discussed regarding the fact that they are breaking down and what are the inspection requirements.
- Gloves were discussed and allergies for Maintainers.
- Summer heat issues and breaks/water were discussed due to the heavy lifting the maintainers are doing and will be doing this summer.
- No other safety issues were discussed.

TO DO:

- Ms. Delaney will look up information for the Safety Committee in regards to safety belts for back injuries if the belts are good or are they just a false security for the individual wearing the belt?
- The Safety Committee was asked to review the Evacuation Plan for the Environmental Health and Safety Officer and make any comments.
- Ms. Delaney will give the group information on safety and heat related issues.

NEXT MEETING SCHEDULED

DATE	TIME	LOCATION
Tuesday, July 25, 2000	10:00 – 11:30 a.m.	Executive Conference Room, Boyden Hall

Patricia A. Delaney
Safety Committee Chairperson