Safety Committee Meeting Minutes
January 16, 2014

Present: Mary Call, Michelle Comeau, Sue Connors, Doug Lear, Lee Potter, Sandy Pyer, Vicky Rank, Bob St. Jean, Maureen Sturgis and guest, Bill Sweet

Not Present: Doug Carty, Cheryl Flood, Jan Meredith, Barbara Peloquin, Roland Pillsbury, Matt Vaillette and Kelley Wickman

Karen began the meeting by saying that overall last year’s worker’s comp issues went very well. There were only 11 cases that needed reporting. Scott from Memiec will be coming to meet with Karen soon to review insurance issues/needs.

Bill Sweet was a special visitor to the meeting and he reported on the Emergency Operation Plan and the Emergency Guide. He stated that we are required by federal law to have the EOP. The purpose of this is to minimize threat to life and property. The Plan has been approved by our insurance company, Senior Staff and the Board of Trustees. This plan will be reviewed and updated annually, if necessary. However, no training has been done yet for faculty and staff and Bill feels that this is a key piece. Maureen Sturgis and Bill are working to get this training and they have contacted the Rindge Fire and Police Chiefs. The EOP is the plan for the University as an institution. The Emergency Guide is a plan for individuals' response. This guide is online on the Campus Safety website and soon will be placed on the HR website. Bill encourages everyone to review it, make suggestions and comments to him or Maureen. There was some discussion on having this placed on flipcharts but the cost may be prohibitive. Janette Meredith will look into trying to do this in-house.

Sandy asked if Karen was able to get a person from athletics to become a member of the Safety Committee. She and many others have complaints about the student athletes running on Mountain Road at dusk with poor visibility. There is concern about their safety and drivers having to suddenly switch lanes on that twisty, narrow road. It was stated that the coaches have been approached many times with this issue with little impact.

The meeting concluded at 1:30.

Notes submitted by Vicky Rank.

Meeting Schedule:
Feb 20, 2014
Mar 20, 2014
Apr 17, 2014
May 22, 2014