

SAFETY COMMITTEE MEETING MINUTES

November 14, 2012

In attendance: Jerry Roderick, Alan Chesney, Caroline Miller, Reid Raudenbush, Billie Dodge, Kim Wilson and Zena Maggitti.

Not attending: Tammy Morton, Lisa Marx, Kimbra Bruce, Sue Golinski, Michael Davenport, Carl Crowe, Larry Stahl, Amanda Venable, Joe Holt.

Alan has spoken with both Caroline and Larry about chairing the safety committee, but both have respectfully declined. Larry Stahl suggested to Alan that the Safety Committee be changed to the Environmental Health and Safety Committee. A lengthy discussion followed concerning the College's OSHA compliance which is sorely lacking. Ongoing training and mandatory reporting are not being accomplished. The Committee will recommend to Senior Staff that a position be created for an Occupational Safety Officer ("OSO"). The Committee believes this can be a part-time position of 20 hours per week to begin. Initially, the OSO would identify any areas of non-compliance and could then begin working with the Safety Committee to address the issues. The College is ultimately responsible for the safety of not just its students and employees, but any contractors or vendors on campus as well. Senior Staff will need to approve the position and also be willing to dedicate resources that may be necessary to correct deficiencies and non-compliance areas.

The Committee is also going to invite Chuck Brandt from Willis of Maryland to attend the next full committee meeting to discuss all OSHA requirements not just from a personal safety issue, but reporting and documentation requirements.

Alan will also speak with Senior Staff about representation on the Safety Committee. It is very important that all departments be represented either by the department head or a designated representative. Departments must realize this is an important issue and the designated person must be willing to dedicate the time to attend meetings and do the work resulting from them.

Billie noted a problem at 515 Washington Avenue. The propane regulator on the underground tank is very old and is placed directly above the electrical box and wiring. She also smelled propane in the building when the tank was filled yesterday. The technician sent to fill the tank indicated this was a hazardous placement and very likely does not meet building code. Reid was asked to contact Suburban Propane to come and replace the regulator and evaluate the safety hazard of its placement.

The next Safety Committee meeting will encompass a walking tour of the campus lighting on November 28th beginning at 6:00 p.m. Anyone on the committee is welcome to participate, but attendance is not mandatory. The next regular meeting of the Committee will be scheduled on December 12th.

The meeting was then adjourned.