

# **York County Community College**

## **Health & Safety Committee**

Minutes 10-15-09

**In attendance:** Maria Niswonger, Barry Dense (sitting in for Don Ayers), Tom Farrington, Annette Tanguay, Ellen Harford, David Susman, Gerrie Delaney

**Absent:** Rhyan Romaine, Deb Dumond

**Recorder:** David Susman

**Visitor:** Mark Monnin

The meeting was called to order at approximately 1:00 p.m. by Maria Niswonger, Chair

**Minutes:** Minutes from the 9/15/09 meeting were reviewed and unanimously approved.

**Agenda:** The meeting's agendas was approved, with no formal additions. Ellen Harford noted that a recent e-mail from Corrine Kowpak announced that an upcoming seasonal flu clinic, scheduled for October 19, was postponed, and asked if discussion was necessary. Maria made note of it as an information item.

### **New Business:**

#### **1. Introduction of new member**

Tom Farrington was introduced as a new member of the committee for 2009-2010, filling the "student volunteer" slot.

#### **2. Recognition of current voting members**

Maria reiterated that the committee, operating under its current bylaws, recognizes certain committee members as voting members and others as non-voting members. Voting members include Maria, Don, Tom, Annette, and Gerry. Ellen, Deb, Rhyan, and Dave currently serve as non-voting members. Because the committee is in the process of reviewing and revising those bylaws, the number of voting members may be altered in the future.

#### **3. Fire drill schedule**

Barry Dense, speaking on behalf of Don, confirmed that Don has created a schedule for fire drills, in consultation with the Wells Fire Department. Maria provided general information about dates, and agreed to forward more specific information to committee members via e-mail.

#### **4. First aid, AED, and CPR training**

Barry confirmed that Don plans to provide training for members of his office. The question was raised of whether training could be made available for a broader section of YCCC employees. The following motion was made:

“I move that we propose to the College Council that training in first aid, CPR, and AEDs be made available to faculty and staff so that more YCCC employees can be of use during emergency medical situations.”

The motion passed unanimously. Maria agreed to bring the recommendation to College Council. Tom and Ellen agreed to (separately) explore the possible options for bringing in outside trainers in first aid/CPR/AEDs, with particular attention to cost.

#### **5. Smoking policy and signs**

Maria, on behalf of Don, reported that the issue of smoking (and, specifically, people violating the campus smoking policy) was discussed at the most recent College Council meeting. College Council made no decisions on the issue, but tasked Corrine Kowpak with researching and addressing the issue.

It was noted that signs related to the college's smoking policy had been posted several weeks earlier, but were ordered removed, in accordance with college's wall-hangings policy.

There was discussion of ongoing violations of the policy, including the lack of enforcement. It was also noted that, by law, smokers should remain at least 25 feet away from the building.

It was agreed that (a) one or more legal smoking areas should be created, and (b) the College Council should consider amending the current wall-hangings policy to allow non-smoking signs and other safety-related notices to be posted. No formal motion was made, but it was agreed that Maria would inform Corrine of the committee's views and invite her to discuss the issue.

#### **6. Science lab safety training**

Maria shared with the committee her Laboratory Safety Policy and Training form, Laboratory Safety Training form, and Laboratory Safety Training Documentation form. Maria stated that she was sharing the forms (a) so that they could be noted for the record; (b) so that they would be noted specifically by Ellen Harford, who is in the process of implementing training procedures; and (c) so that the committee could offer feedback.

It was moved and seconded that the forms should be approved by the committee. The motion passed unanimously, with Maria abstaining from the vote. Maria announced that she would next take the forms to College Council for their approval. Ellen noted that the forms should ultimately be included in the Student Handbook.

## **7. Computer hardware lab safety training**

Mark Monnin shared his Lab Safety form with the committee and asked for its feedback.

Ellen asked whether Mark's and Maria's forms made use of OSHA guidelines. Mark and Maria responded that it was unclear if they adhered to every OSHA guideline, but that their forms were in accordance with their own professions' standards. Mark answered a specific question regarding the grounding of lab equipment to prevent damage via static shock.

Mark's form received general praise. There was discussion of whether other departments and offices—including the Culinary and Dental Hygiene programs, and the Facilities office—should have similar forms. The question of overregulation was also considered.

It was agreed that Mark's form, once reviewed by students, should be signed and kept on record by the college. It was noted that the college does not currently have a policy on the storage of such documents, and various possibilities for the problem of storage were discussed. It was agreed that Mark would consider various storage possibilities, and return to the committee.

## **Old, Unfinished Business**

Due to time constraints, Maria announced that bylaw revisions—the remaining piece of business—would be addressed at the next meeting.

### **Announcements:**

There were no announcements.

### **Adjournments:**

The meeting was adjourned at approximately 2:15.