

# GORHAM SCHOOL DEPARTMENT

## *Office of the Superintendent*

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### Safety Committee Meeting Agenda & NOTES

November 18, 2015, 3:15 - 4:30 PM

Central Office Conference Room

#### 1. Introductions

- Hollis Cobb, Business Manager
- Heather Perry, Superintendent
- Norm Justice, Maintenance
- Mike Hoyt, Maintenance
- Dawn Walsh, GHS
- Michael Sanborn, GNS
- Cynthia Remick, NS
- Brian Porter, VS
- Rob Roy, GHS
- Kim Slipp, GHS
- Stacey Sawyer, GFS
- Sue Jackson, Payroll Benefits (absent)
- Lance Lemieux, Loss Control Specialist (absent)

#### 2. Review duties and responsibilities of Safety Committee

- See: [DUTIES AND FUNCTIONS OF THE SAFETY COMMITTEE \(Developed: 2014-15\)](#)
- Conversation Points:
  - See specific roles of this committee
  - Communication from Central Office will be important at all levels

#### 3. Review and update Chemical Hygiene Plan

- See: [GORHAM SCHOOL DEPARTMENT CHEMICAL HYGIENE PLAN](#)
- Conversation Points:
  - Required by law to have Chemical Hygiene Officer (GSD employee)

- Requirement to submit chemical inventories by September 30th each year
  - Responsibility for ongoing inventory
  - MSDS required for chemicals in all buildings, including science, maintenance & custodial, food service, etc.)
  - Norm shared that we are going to an electronic monitoring system of MSDS data
  - Responsibilities from various parties were noted for the team
  
  - Rob will take past sheets and info and will be upload into Google Docs
  - Particular attention should be given to the Waste Disposal Process
4. Review and update Hazardous Communication Plan
- See: HAZARD COMMUNICATION PROGRAM, 2013 Right to Know Policy
  - Conversation Points:
    - This plan speaks to chemicals outside of the science labs... in our environment.
    - Full list has been created a couple of years ago to detail “common” articles and chemicals that can be in our work environment
    - A form is included to request specific chemicals through Rob
    - All things need to be labeled.... new sticker kits have been purchased and will need to be placed as appropriate... will be a goal for this committee
5. Review and discuss Maine Municipal Association Action Plans
- These are detailed in the November 18th Safety Committee Folder
  - Conversation Points:
    - MMAAP conducts observations and makes recommendations for districts
    - Committee meetings are a priority
    - Action Plans detail specific areas needing remediation within the district (these include all areas - chemical, electrical, structural, etc.)
    - Specific Plan Details noted... 9-24-14, 1-13-15, 3-31-15, 4-28-15, 8-31-15
    - These need responses to detail corrective actions... Lance Lemieux will review these.
    - He will also look at all district training logs... we must document all trainings...
    - Participate in the LEADER Program
    - MMA has great training sites for numerous areas
    - Maine Safety Works is another site to consider as a resource
    - Ongoing relationships with these providers are very important
6. Set goals for 2015-2016
- a. Update chemicals with picture diagrams
    - Hollis will work with Rob on this
  - b. Implement online MSDS (Material Safety Data Sheets) program
    - Norm is working with his team on this
  - c. Improving communication/Sharing our work with the district/Awareness on importance of timely filing/reporting

- This will be primarily a central office function, although all administrators will need to support this work within the individual sites... overall improving communication is a big goal.
- Regular meetings will serve this purpose well.

7. Establish next meeting dates

- a. January 6, 2016 3:15-4:30
  - Focus Points: Hollis will detail these for the team.
- b. March 23, 2016 3:15-4:30
- c. May 25, 2016 3:15-4:30