

**SAFETY COMMITTEE**

**MEETING MINUTES: September 12, 2012**

(Date)

**SAFETY COMMITTEE - MEMBER ATTENDANCE: = present A = absent**

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| **Ambrose, Marty**  Faculty Rep. | **A** | **Hayes, Kathleen**  Committee Chair |  | **McCown, Dillard**  Facilities - Collier |  | **Pracher, Pete**  Facilities - Lee |  | **Thompson, Kirsten**  Admin. – Charlotte |  |
| **Clemence, Bob**  Health/Sci. - Lab |  | **Holliday, Tami**  Risk Mgmt. |  | **Nice, Steve**  Facilities - Lee |  | **Reynolds, Tracy**  HR & ESAC Rep. |  | **Tyus, Jessica**  Science Lab - Lee |  |
| **Guerrero, Ivan**  Student Rep. |  | **Horn, Darryl**  Faculty Rep. | **A** | **O’Leary, Andre**  Admin. - Collier |  | **Roughgarden, Brooke**  Admin. – H/G Ctr. | **A** | **Guest:**  **Lupe, Mark**  V.P. Gen. Counsel |  |
| **Hall, Herb**  Public Safety - Collier |  | **Kruger, Bernie**  Facilities – Charlotte |  | **Parfitt, Rick**  Public Safety - Lee |  | **Sherman, J.R.**  Facilities – Lee |  | **Guest:**  **Copass, Ron**  Facilities |  |

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. The meeting started with introductions of committee members and guests. 2. Minutes from the last meeting were read. No corrections required. |
| **B. OLD BUSINESS:**   1. Ron Copass reported all tire bumpers on Lee campus have been inspected and painted except the VIP parking lot near BB Mann. Target date for completion of the VIP lot is October 9th. The Facilities Coordinators agreed the parking lots at the other campuses are appropriate at this time. 2. Steve Nice confirmed the College is ready for the Office of Civil Rights On-site Review to be conducted next week. 3. The Stericycle system used by EMS to track sharps disposal and MSDS reporting will be considered as the sub-committee lead by Bob Clemence moves forward (see Section F, #2). |
| **C. ACCIDENT/INCIDENT REVIEW:**  **July, 2012**: Total = 3   * 2 employees (1 hand contusion resulting in restricted duty (Lee); 1 slip & fall - employee refused medical treatment (Charlotte) * 1 student (needle stick – CVT student stuck self with used syringe during clinical rotation at Gulf Coast Hospital)   **August, 2012**: Total = 4   * No employee accidents reported in August * 3 students (1 trip & fall, 1 fainted/lost consciousness, and 1 severe headache * 1 volunteer (fainted/lost consciousness)   An audit was completed for the accidents noted above to see if the root cause of the accident could be determined. The audit identified a lack of information that is necessary in determining the root cause of any accident such as; the activity at the time of the incident, whether or not there were witnesses, and the identification of unsafe acts and/or unsafe conditions. The committee members were asked to consider who should be responsible for completing accident investigation reports. This process will be discussed further at the next meeting.  A recommendation was made to track the number of days of no lost time injuries. The current record is 193 days of no lost time injuries from Mar. 2 – Sept. 11. This information will be used to help determine goals and celebrate milestones.  Other safety related facts discussed:   * Total number of Worker Compensation claims during FY 2011 – 2012: 16 * Total cost of Worker Compensation claims during FY 2011 – 2012: $107,073.34 |
| **D. INSPECTION REPORT REVIEW:**   1. No inspection reports were submitted by Public Safety or Facilities for review this month. 2. General safety inspections will be implemented on a periodic basis – see Section E. |
| **E. RECOMMENDATIONS:**  A recommendation was made to have all Safety Committee members participate in general safety rounds each calendar quarter. The discussion raised questions regarding which areas would be inspected by whom and when and what to look for when doing rounds. A sub-committee will work to develop a General Safety Inspection Checklist and to train the committee members on effectively completing rounds before implementation. Kathleen will lead the sub-committee. The target date for completion of a checklist is October 31st with the Safety Committee members being trained Nov. 14th (during the regular meeting) and the first rounds completed in Nov/Dec in place of the December Safety Committee meeting. |
| **F. NEW BUSINESS:**   1. The document outlining the Safety Committee Mission Statement, Philosophy, Purpose and Objectives was reviewed by the committee. The recommendation to remove item #2 under Operational Objectives was agreed to and the addition of the members’ responsibility to make safety rounds will be added to the same section. The final document will be made available on the Safety Committee page under the Public Safety web-site. 2. Bob Clemence recommended developing standards and protocols for the labs on all campuses related to training lab employees on safe lab operations and the handling and disposal of chemicals and hazardous waste. Bob agreed to lead a sub-committee and Jessica Tyus volunteered to assist. 3. OSHA issued a final rule Mar. 26, 2012 regarding the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Employers will transition from the current MSDS to a new format, SDS. We will need to develop a plan for transitioning to the new format and to determine training needs. Steve Nice recommended involving Lisa Tudor from Procurement on a sub-committee. Kathleen recommended including Angela Holbrook on the sub-committee as well. The transition period commenced in May, 2012 so we may start seeing the new SDS format for new products/chemicals purchased. If anyone wants to take the lead on this transition project, please contact Kathleen. 4. Kathleen reported that an agreement was signed with Gallagher Bassett to offer a web-based training platform for employee safety training. The training platform consists of twelve (12) safety topics and one (1) training module on Sexual Harassment. Kathleen is being assisted by Tracy Reynolds, Andre O’Leary, and Kirsten Thompson to determine training assignments for employees and have targeted early October for roll-out. |
| **G. REVIEW OF COMMITTEE GOALS/PLANNING:**  Committee members were asked to bring recommendations for setting safety goals that are measureable to next month’s meeting. Recommendations can be for short and long term goals as long as they are measureable. |
| **H. NEXT MEETING DATE: October 10, 2012** – 3:00 PM, Facilities Conf. Room, Bldg. D. |

Meeting adjourned at 4:10PM. Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson