

**SAFETY COMMITTEE**

**MEETING MINUTES: November 14, 2012**

(Date)

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

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| **Ambrose, Marty**  Faculty Rep. | **A** | **Hall, Herb**  Public Safety – Collier |  | **McCown, Dillard**  Facilities - Collier |  | **O’Leary, Andre**  Admin. - Collier |  | **Roughgarden, Brooke** – HendryGlades Center | **A** |
| **Clemence, Bob**  Health/Sci. - Lab |  | **Hayes, Kathleen**  Committee Chair |  | **Miller, Valerie**  Legal / Risk Mgt. |  | **Parfitt, Rick**  Public Safety - Lee |  | **Sherman, J.R.**  Facilities – Lee |  |
| **Gallagher, Patrick**  Public Safety - Charlotte |  | **Horn, Darryl**  Faculty Rep. |  | **Mitchell, Reggie**  Public Safety - Lee | **A** | **Pracher, Pete**  Facilities - Lee |  | **Thompson, Kirsten**  Admin. – Charlotte |  |
| **Guerrero, Ivan**  Student Rep. |  | **Kruger, Bernie**  Facilities – Charlotte |  | **Nice, Steve**  Facilities - Lee |  | **Reynolds, Tracy**  HR & ESAC Rep. |  | **Tyus, Jessica**  Science Lab - Lee |  |

No guests were present at the meeting.

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. Minutes from the October meeting were approved. **Minutes amended – corrections noted in red.** 2. One correction from the Sept. 12, 2012 meeting minutes – the number of employee accidents/incidents for the month of August should be corrected to 2 employees (1 incident) involving an auto collision in a parking lot on Lee campus – no injuries. |
| **B. OLD BUSINESS:**   1. Pete Pracher reported the loose railing in AA has been repaired and checked all railings in the process. 2. Pete also reported the tire bumper painting project has been completed in all Lee campus lots. 3. The revised Accident/Incident Report form is being used by all departments. Users completing the form should be careful to accurately complete all sections of the form. Forms continue to be submitted with missing data. 4. Kathleen reported the Web-based Employee Training program was reviewed with the Council of Deans who showed great support of the program. The college-wide announcement will be out within the next day or two and Sexual Harassment training will be assigned by the end of the week. The due date for completion of the Sexual Harassment training is December 18th. Other Safety Training modules assignments will start Jan. 1, 2013. 5. The General Safety Inspection Checklist for use by Safety Committee members was reviewed. Committee members should make an effort to complete at least one work area inspection per month. Completed checklists should be brought to the next scheduled safety committee meeting for review. A “Tips for Effective Safety Inspections” handout was also reviewed. Discussion was had about Section A; Item #6 – Employees are wearing ESC name tags. It was determined that although wearing name tags is a good security measure and a courtesy to others, name tags are not required and should therefore, be removed from the checklist. An amended checklist removing the item is attached. Please print the checklist double-sided to conserve paper. 6. Bob Clemence reported no further progress has been made with the Laboratory Standards & Protocols project. The delay is due to a vacant position at the Charlotte campus. 7. The Safety Committee Mission Statement was edited by Marty Ambrose and reviewed by the committee. The amended statement will be posted to the Safety Committee web page. Thanks, Marty for improving the document. |
| **C. ACCIDENT/INCIDENT REVIEW:**  **Notified Nov. 30, 2012 of one employee injury in October. November minutes amended – corrections noted in red.**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **OCT 2012** | **YTD # - JUL thru OCT** | | Contusion | 4 | 6 | | Cut/Laceration | 0 | 2 | | Burn | 1 | 1 | | Lost Consciousness/  Fainted | 0 | 3 | | Muscle Sprain/Strain | **3** | **4** | | Broken Bone(s) | 2 | 2 | | Needlestick / BBF Exp. | 1 | 2 | | Slip, Trip, Fall | 1 | 3 | | Other Medical Incident | 6 | 9 | | Auto collision – no injury | 0 | 2 | | **TOTAL** | **18** | **34** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **OCT 2012** | **YTD # - JUL thru OCT** | | Charlotte Campus | 8 | 9 | | Collier Campus | 0 | 0 | | Lee Campus | 7 | 20 | | Hendry Glades Center | 0 | 0 | | Other Location | **3** | **5** | | **TOTAL** | **18** | **34** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **OCT 2012** | **YTD# - JULY thru OCT** | | Employee (faculty & staff) | **1** | 5 | | Student | 17 | 27 | | Visitor | 0 | 2 | | **TOTAL** | **18** | **34** |  |  |  |  |  | | --- | --- | --- | --- | | **MILESTONES** | **Current Record** | **Previous Record** | **Best Record** | | No lost time employee injury claims | 256 days  3/2/12 – 11/13/12 | unknown | 256 days  3/2/12 – 11/13/12 | | No employee accidents/incidents | **21 days**  **10/24/12 – 11/13/12** | **75 days**  **8/9/12 – 10/22/12** | **75 days**  **8/9/12 – 10/22/12** |   Of the eight (8) accidents/incidents at the Charlotte campus in October, six (6) were students from ECHS – Charlotte. |
| **D. INSPECTION REPORT REVIEW:** no inspection reports presented for prior month.  Committee members should try to complete safety rounds using the attached general checklist prior to the December meeting. The area to be inspected is determined by the committee member and noted on the form. Please bring completed form(s) to the next meeting. |
| **E. RECOMMENDATIONS:** no new recommendations presented this month. |
| **F. NEW BUSINESS:**   1. The Accident/Incident report dated Oct. 31st involving a student who burned a forearm noted the burn occurred when reaching over a “Bunsen burner”. Bob Clemence commented they should not be used in our labs and should be followed-up on. Kirsten Thompson agreed to check the type of burners being used in the classrooms at Charlotte and report the findings. 2. Bob Clemence shared a handout regarding an On-line Inventory Management System called Inventory Direct that would enable us to streamline the process of requesting, ordering, issuing and tracking supplies. The product is specifically designed for schools. Steve Nice commented that the new system recently purchased by Facilities and in the early stages of implementation has the capacity to provide the same functions. He suggested Bob speak with Greg Allred to follow-up on what we may do with the system already available to us. Bob wants to be able to move forward with a recommendation to centralize ordering for lab supplies for all campuses to reduce overall cost and provide a consistent, appropriate inventory. |
| **G. REVIEW OF COMMITTEE GOALS/PLANNING:**   1. Promote safety awareness by providing training to faculty and staff – 100% compliance for assigned training. 2. 100% compliance with the Sexual Harassment for Higher Education Training for assigned faculty and staff due Dec. 18, 2012. 3. Maintain an Accident Free Workplace and celebrate milestones. The recommended milestone to celebrate is 180 days of no employee accidents/incidents. This milestone represents no employee accidents/incidents from ~~Aug. 9, 2012 through Feb. 4, 2013~~ **Oct. 24, 2012 through April 21, 2013.** Recommendations for recognizing/celebrating this milestone will be discussed at the December meeting. |
| **H. NEXT MEETING DATE: December 12, 2012** – 3:00 PM, Facilities Conf. Room, Bldg. D. |

Meeting adjourned at 4:00 PM. Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson