

**SAFETY COMMITTEE**

**MEETING MINUTES: December 12, 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 |  **A** | **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. | **A** | **Kruger, Bernie**Facilities – Charlotte |  | **Nice, Steve**Facilities - Lee |  | **Reynolds, Tracy**HR & ESAC Rep. |  | **Tyus, Jessica**Science Lab - Lee | **A** |

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 November meeting were amended due to late reporting of an employee injury. An amended copy of the November minutes will be e-mailed with the December minutes.
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| **B. OLD BUSINESS:**1. Kathleen presented an update on the web-based safety training program. The first training assignment, Sexual Harassment for Higher Education was assigned Nov. 19th and 42% of the faculty and staff assigned the training has completed it as of today. An e-mail was sent Dec. 7 reminding everyone the deadline for completion is Dec. 18th. Compliance reports are available for department managers and will be distributed as a reminder prior to the deadline.
2. Laboratory Standards & Protocol sub-committee update – Bob Clemence said the sub-committee is still on hold until a Lab Tech or Lab Coord can be hired at the Charlotte campus.
3. The committee discussed information provided by Kirsten Thompson regarding the use of Bunsen burners at the Charlotte campus and confirmed the use of butane burners in the science labs. The documentation provided by the high school states the butane burners are being used for flame tests. Steve Nice stated the position of the college for several years has been that no flame tests should be performed. The committee agreed that since the Laboratory Standards & Protocols sub-committee is on hold, the use of butane burners presents a risk that should be addressed now. Kathleen and Val will seek clarification and follow-up.
4. The recently edited Safety Committee Mission & Objectives statement has an updated link posted on the Safety Committee page of the Edison Public Safety site.

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| **C. ACCIDENT/INCIDENT REVIEW:**

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| **Type of Accident/Incident** | **NOV 2012** | **YTD # - JUL thru NOV** |
| Contusion | 3 | 9 |
| Cut/Laceration | 2 | 4 |
| Burn |  | 1 |
| Lost Consciousness/Fainted | 1 | 4 |
| Muscle Sprain/Strain | 3 | 7 |
| Broken Bone(s) |  | 2 |
| Needlestick / BBF Exp. |  | 2 |
| Slip, Trip, Fall |  | 3 |
| Other Medical Incident | 2 | 11 |
| Foreign object in eye | 1 | 1 |
| Auto collision – no injury |  | 2 |
| **TOTAL** | 12 | 46 |

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| **Location of Accident/Incident** | **NOV 2012** | **YTD # - JUL thru NOV** |
| Charlotte Campus | 6 | 15 |
| Collier Campus | 0 | 0 |
| Lee Campus | 6 | 26 |
| Hendry Glades Center | 0 | 0 |
| Other Location | 0 | 5 |
| **TOTAL** | 12 | 46 |

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| **Person Involved in Accident/Incident**  | **NOV 2012** | **YTD# - JUL thru NOV** |
| Employee (faculty & staff) | 0 | 5 |
| Student | 11 | 38 |
| Visitor | 1 | 3 |
| **TOTAL** | 12 | 46 |

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| **MILESTONES** | **Current Record** | **Previous Record** | **Best Record** |
| No lost time employee injury claims | 285 days3/2/12 – 12/11/12 | unknown | 285 days3/2/12 – 12/11/12 |
| No employee accidents/incidents | 49 days10/24/12 – 12/11/12 | 75 days8/9/12 – 10/22/12 | 75 days8/9/12 – 10/22/12 |

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| **D. INSPECTION REPORT REVIEW:** the following general safety inspections were completed in the prior month:1. Building A and AA – all rooms were inspected excluding electrical and custodial rooms by Bob Clemence. Issues identified included items stored too high and food items stored in lab refrigerators; the issues were corrected immediately. Bob reviewed standards with Kathy Clark and provided labels for the refrigerator. While completing the safety rounds, Bob was told the locks on all of the storage areas had been changed because of theft and was told by a staff member that “even security doesn’t have a key to the new locks”. This concern needs to be referred to Public Safety. Pete Pracher offered to follow-up with Public Safety since no one from Lee campus Public Safety was in attendance at the meeting.
2. Building M (BB Mann) was inspected by Pete Pracher. Minor items identified include replacing bulbs for uniformity and repairing the west/rear drinking fountain. Pete also identified the need to correct the clearance for access to the large electrical panels on the stage.
3. Building O -2nd floor and outside areas were inspected by Kathleen Hayes. All classrooms and offices were inspected excluding 5 locked offices (noted on checklist). The classrooms are in excellent condition. The Oral Communication Center (O-205) has a power strip from podium plugged into another extension cord instead of directly into an outlet. Pete noted the need for a longer extension cord. Four floor tiles are broken and large pieces missing in the elevator between N and O buildings creating an uneven surface. Burned out ceiling bulbs in women’s restroom 1st floor between N and O bldg. Non-compliance to the smoke-free policy was noted as evidenced by cigarette butts littering the ground near restrooms on 1st and 2nd levels. Kathleen completed a work order for the minor repairs needed.
4. Building N was inspected by Tracy Reynolds. No problems identified.
5. Building B – Charlotte Campus (Library & Career Center) was inspected by Bernd Krueger. No problems identified.
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| **E. RECOMMENDATIONS:** 1. Safety committee members who completed general safety inspections will follow-up on the items they identified, as appropriate, prior to the next meeting.
2. The committee discussed skateboarding on campus. Another skateboarding incident was reported during the prior month and the student involved noted it was the 3rd time he had fallen in the same place due to bricks being loose. It was mentioned that there is signage when entering the campus stating skateboarding is prohibited. The committee discussed the risk involved and requested clarification on whether or not skateboarding is allowed on campus. Kathleen will check the student by-laws and seek advisement from General Counsel.
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| **F. NEW BUSINESS:**1. Pete Pracher attended a webcast on Nov. 28th with Kathleen Hayes on the topic “Improving Auditorium and Theater Safety - Tips for Reducing Risk”. This webcast is one of a variety of topics presented by Facility Masters On-line; free webcast training specific to schools. After attending the webcast, Pete concluded the safety program for the BB Mann is very good and there is no safety concern related to the theater at this time.
2. Sexual Harassment for Higher Education training will be assigned to adjunct faculty by the end of January.
3. The next assignment of safety training modules will be assigned immediately upon return from winter break. The modules are: Accident Investigation Techniques, Office Workstation Safety and Bloodborne Pathogens. The assignments will be made for targeted position titles so not everyone will receive the all three assignments. The assigned modules for the coming calendar quarter will be due for completion by March 31st. These modules have an audio component so earphones are recommended in areas that are noisy or for computers without external speakers.
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| **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; currently at 42% completion.
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 Oct. 24, 2012 through April 21, 2013**.** Recommendations for recognizing/celebrating this milestone will be discussed closer to successfully meeting this goal.
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| **H. NEXT MEETING DATE: February 13, 2013** – 3:00 PM, Facilities Conf. Room, Bldg. D. Please note the January meeting is cancelled since we will have recently returned from winter break. Please take the opportunity to complete a safety inspection prior to the February meeting. Have a Safe and Happy Holiday!  |

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