

**SAFETY COMMITTEE**

**MEETING MINUTES: February 13, 2013**

(Date)

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ambrose, Marty**  Faculty Rep. |  | **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 | **A** | **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.

|  |
| --- |
| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. Minutes from the December meeting were approved / amended. |
| **B. OLD BUSINESS:**   1. A status report of the Safety training program was provided by Kathleen. Feedback was solicited from the members regarding the training modules. Most of the feedback was positive. Currently, there is a 91% completion rate by full time staff for the Sexual Harassment training. Feedback included comments about the training module being user friendly, informative, and staff expressed satisfaction that it took very little time to complete the module (average 15 -20 minutes). Student assistant participation was discussed again. The committee members reiterated that student assistants should be treated like other part time employees and participate in the training program. To date, 33% of the student assistants have completed the Sexual Harassment training. While our goal is 100% participation among staff and faculty, the faculty participation to date is 63%; an excellent start. Feedback was shared regarding faculty support of the training program and possible solutions. There was discussion regarding the role of safety committee members and the need for members to communicate to their departments or appropriate work groups information related to the training program or any other safety committee issues. The training assignments for the 1st quarter of the calendar year have been made and are due for completion by March 31st. 2. Bob Clemence reported that the Laboratory Standards and Protocols project is starting to move forward and will report progress as needed. JR provided a helpful link to the DOE Labs website. 3. Dr. Harrel provided clarification for the use of butane burners in the classroom. The decision was made to allow only instructors to use the butane burners when performing open flame tests in science labs and students will use hot plates. Dr. Harrel said the change in protocol is currently being developed and will be communicated to the appropriate areas. |
| **C. ACCIDENT/INCIDENT REVIEW:**   |  |  |  |  | | --- | --- | --- | --- | | **Type of Accident/Incident** | **DEC 2012** | **JAN 2013** | **YTD # - JUL ‘12 thru JAN ‘13** | | Contusion |  | 2 | 11 | | Cut/Laceration |  |  | 4 | | Burn |  |  | 1 | | Lost Consciousness/  Fainted |  |  | 4 | | Muscle Sprain/Strain |  |  | 7 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  | 1 | 1 | | Broken Bone(s) |  |  | 2 | | Needlestick / BBF Exp. |  |  | 2 | | Slip, Trip, Fall | 3 | 2 | 8 | | Other Medical/Health Incident |  | 2 | 13 | | Foreign object in eye |  |  | 1 | | Auto collision – no injury |  |  | 2 | | **TOTAL** | **3** | **7** | **56** |  |  |  |  |  | | --- | --- | --- | --- | | **Location of Accident/Incident** | **DEC 2012** | **JAN 2013** | **YTD # - JUL ‘12 thru JAN ‘13** | | Charlotte Campus | 2 | 2 | 19 | | Collier Campus | 1 |  | 1 | | Lee Campus |  | 5 | 31 | | Hendry Glades Center |  |  | 0 | | Other Location |  |  | 5 | | **TOTAL** | 3 | 7 | 56 |  |  |  |  |  | | --- | --- | --- | --- | | **Person Involved in Accident/Incident** | **DEC 2012** | **JAN 2013** | **YTD# - JUL ’12 thru JAN ‘13** | | Employee (faculty & staff) |  | 2 | 7 | | Student | 3 | 5 | 46 | | Visitor |  |  | 3 | | **TOTAL** | 3 | 7 | 56 |  |  |  |  |  | | --- | --- | --- | --- | | **MILESTONES** | **Current Record** | **Previous Record** | **Best Record** | | No lost time employee injury claims | 348 days  3/2/12 – 2/12/13 | unknown | 348 days  3/2/12 – 2/12/13 | | No employee accidents/incidents | 29 days  1/15/13 – 2/12/13 | 4 days  1/10/13 – 1/13/13 | 77 days  8/9/12 – 1/8/13 | |
| **D. INSPECTION REPORT REVIEW:** the following general safety inspections were completed in the prior month:   1. Building A and AA – issues identified previously have been corrected 2. Building M (BB Mann) - issues identified previously have been corrected 3. Building O -2nd floor and outside areas – issues identified previously have been corrected 4. Building C and Building H, 1st floor were inspected by Jessica Tyus. Items needing immediate attention were corrected on the spot. Frayed carpet was identified at front desk, H 101.   JR shared a list of the 10 most common deficiencies found during SREF inspections. Edison is due for the annual SREF inspection next week for the Hendry Glade Center and Collier campus and the week of spring break for Lee and Charlotte campuses. Kathleen encouraged safety committee members to complete safety rounds in their work areas prior to the inspection, if possible. |
| **E. RECOMMENDATIONS:**   1. A recommendation was made for the Safety Chairperson to meet with the Professional Development Committee. Kathleen will follow-up as necessary. 2. The Safety Committee’s recommendation regarding skateboarding on campus is that the signage on campus should match the current practice. Ivan volunteered to speak with the Skateboarding Club regarding the safety concerns discussed by committee in an effort to raise safety awareness among skateboarders. |
| **F. NEW BUSINESS:**   1. JR reviewed the upcoming SREF inspection and what to expect. 2. Falling palm fronds in the common areas/walkways was discussed as a potential risk. Pete offered to follow-up with the landscape contractor. 3. The College received a notice from Stryker Medical indicating a medical device correction was needed for specified beds. Denise McNulty verified there are no Stryker beds in use in the Health Science building. No further action is necessary. |
| **G. REVIEW OF COMMITTEE GOALS/PLANNING:**  No new goals were discussed at the meeting. |
| **H. NEXT MEETING DATE: March 13, 2013** |

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