

**SAFETY COMMITTEE**

**MEETING MINUTES: March 13, 2013**

(Date)

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

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| **Ambrose, Marty**  Faculty Rep. | **A** | **Hall, Herb**  Public Safety – Collier | **A** | **Marcy, Susan**  Legal / Risk Mgt. |  | **O’Leary, Andre**  Admin. - Collier |  | **Roughgarden, Brooke** – HendryGlades Center | **A** |
| **Clemence, Bob**  Health/Sci. - Lab |  | **Hayes, Kathleen**  Committee Chair |  | **McCown, Dillard**  Facilities - Collier |  | **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. |  | **Kruger, Bernie**  Facilities – Charlotte | **A** | **Nice, Steve**  Facilities - Lee |  | **Reynolds, Tracy**  HR & ESAC Rep. | **A** | **Tyus, Jessica**  Science Lab - Lee | **A** |

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. Minutes from the February meeting were approved with correction to the Milestone Record - see Section G. 2. Introductions: Krisztina Lane, HR Rep. (attending for Tracy Reynolds) and Susan Marcy, Coordinator, Legal & Risk Mgmt. Compliance was introduced as a new committee member. |
| **B. OLD BUSINESS:**   1. SREF Inspections – inspections were completed in February and March on all campuses. JR reported the inspections went well and no major issues were identified. 2. Daryl reported on the Safety Training presentation to Faculty Senate made by Marty and him. He said the presentation went well and he thinks the majority of faculty is supportive of the training. 3. Pete reported on his follow-up conversation with the landscaper regarding falling palm fronds and noted the landscapers continue to regularly check for debris and will continue to do so. 4. Ivan reported the student activity group for skateboarders is no longer active so he was unable to meet with them. Kathleen reported that Teresa Morgenstern was following up on the recommendation from safety committee to ensure the signage is consistent with current practice. No further discussion or follow-up needed. |
| **C. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **FEB 2013** | **YTD # - JUL ‘12 thru FEB ‘13** | | Contusion |  | 11 | | Cut/Laceration |  | 4 | | Burn |  | 1 | | Lost Consciousness/  Fainted |  | 4 | | Muscle Sprain/Strain |  | 7 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  | 1 | | Broken Bone(s) |  | 2 | | Needlestick / BBF Exp. |  | 2 | | Slip, Trip, Fall | 2 | 10 | | Other Medical/Health Incident | 3 | 16 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 2 | | **TOTAL** | **5** | **61** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **FEB 2013** | **YTD # - JUL ‘12 thru FEB ‘13** | | Charlotte Campus |  | 19 | | Collier Campus | 1 | 2 | | Lee Campus | 4 | 35 | | Hendry Glades Center |  | 0 | | Other Location |  | 5 | | **TOTAL** | **5** | **61** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **FEB 2013** | **YTD# - JUL ’12 thru FEB ‘13** | | Employee (faculty & staff) | 2 | 9 | | Student | 2 | 48 | | Visitor | 1 | 4 | | **TOTAL** | **5** | **61** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **FCSRMC Summary of Losses Policy Year 2012-2013** | **General Liability Claims** | **Exp. By Location** | **Workers’ Comp Claims** | **Exp. By Location** | | **Charlotte** | 1 | $0 | 2 | $3,476. | | **Collier** | 0 | $0 | 2 | $3,446. | | **Lee** | 2 | $500. | 6 | $61,129. | | **Total** | **3** | **$500.** | **10** | **$68,051.** | |  |  |  |  |  | | **Gen. Liability & W/C Comb.** | **Total Claims** | **Total Exp.** |  |  | | **Charlotte** | 3 | $3,476. |  |  | | **Collier** | 2 | $3,446. |  |  | | **Lee** | 8 | $61,629. |  |  | |  | **13** | **$68,551.** |  |  |     **There are currently nine (9) open claims: two (2) general liability claims and seven (7) workers’ comp claims.** |
| **D. INSPECTION REPORT REVIEW:** the following general safety inspections were submitted for review:   1. Frayed carpet was identified at front desk, H 101 by Jessica Tyus. Pete will follow-up. 2. Susan Marcy completed general safety inspection in Building I. Several items were identified for follow up (see checklist) and a copy of the checklist was provided to Ron Copass for follow-up. 3. Sgt. Pat Gallagher completed safety inspections in Bldg. C classrooms and offices on Charlotte campus. No safety violations were noted. 4. Pete Pracher submitted copies of the 2012 Elevator Inspections for all campuses. One elevator was in need of service and the correction has been made. |
| **E. RECOMMENDATIONS:**   1. Steve Nice recommended developing a periodic safety newsletter for electronic distribution to all staff and faculty. Committee members supported the recommendation and suggested a quarterly newsletter. Kathleen will develop the newsletter with input from committee members. Target date for 1st edition July 1, 2013. |
| **F. NEW BUSINESS:**    No new issues were identified. |
| **G. REVIEW OF COMMITTEE GOALS/PLANNING:**  **Goal #1**: no lost time claims for one (1) full year – 365 days   |  |  |  |  | | --- | --- | --- | --- | | **MILESTONES** | **Current Record** | **Previous Record** | **Best Record** | | No lost time employee injury claims **\*** | 140 days  10/24/12 – 3/12/13 | 234 days  3/2/12 – 10/22/12 | 234 days  3/2/12 – 10/22/12 | | No employee accidents/incidents | 28 days  2/13/13 – 3/12/13 | 28 days  1/15/13 – 2/11/13 | 77 days  8/9/12 – 1/8/13 |   **\*** The record has been corrected to reflect a worker’s comp claim not previously reported to safety committee as a lost time claim.  **Goal #2**: achieve 100% completion of the on-line Sexual Harassment for Higher Education training module. The current completion rates are as follows:  Employees 93%  Faculty 65%  Student Empl. 46% |
| **H. NEXT MEETING DATE: April 10, 2013** |

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