

**SAFETY COMMITTEE**

**MEETING MINUTES: April 10, 2013**

 (Date)

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

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

|  |
| --- |
| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee   (time) (location)1. Minutes from the March meeting were approved.
2. Introductions: Krisztina Lane, HR Rep. is now a regular committee member replacing Tracy Reynolds.
 |
| **B. OLD BUSINESS:**1. Online Safety Training: A recommendation was made to assign all of the safety training modules at the same time rather than quarterly. The sub-committee that worked on the roll-out considered this and decided it was best to distribute modules each calendar quarter in an effort to not overwhelm staff. Since both methods have pros and cons, the recommendation will be reviewed with Administration before making any changes to the existing method.
 |
| **C. ACCIDENT/INCIDENT REVIEW:**

|  |  |  |
| --- | --- | --- |
| **Type of Accident/Incident** | **MAR 2013** | **YTD # - JUL ‘12 thru MAR ‘13** |
| Contusion |  | 11 |
| Cut/Laceration |  | 4 |
| Burn |  | 1 |
| Lost Consciousness/Fainted |  | 4 |
| Muscle Sprain/Strain | 1 | 8 |
| Cumulative Trauma Disorder (CTD)Ergonomic related |  | 1 |
| Broken Bone(s) |  | 2 |
| Needlestick / BBF Exp. |  | 2 |
| Slip, Trip, Fall |  | 10 |
| Other Medical/Health Incident | 1 | 17 |
| Foreign object in eye |  | 1 |
| Auto collision – no injury |  | 2 |
| **TOTAL** | **2** | **63** |

|  |  |  |
| --- | --- | --- |
| **Location of Accident/Incident** | **MAR 2013** | **YTD # - JUL ‘12 thru MAR ‘13** |
| Charlotte Campus |  | 19 |
| Collier Campus |  | 2 |
| Lee Campus | 1 | 36 |
| Hendry Glades Center |  | 0 |
| Other Location | 1 | 6 |
| **TOTAL** | **2** | **63** |

|  |  |  |
| --- | --- | --- |
| **Person Involved in Accident/Incident**  | **MAR 2013** | **YTD# - JUL ’12 thru MAR ‘13** |
| Employee (faculty & staff) |  | 9 |
| Student | 2 | 50 |
| Visitor |  | 4 |
| **TOTAL** | **2** | **63** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.** |
| **Valued as of 1/31/13** |  |  |  |  |
| **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. SREF inspections were completed last month. An update on the Accessibility Findings from the state audit will be reviewed at the May meeting.

 1. Pete reported that all issues identified in general rounds of Bldg. I completed by Susan Marcy were addressed. No outstanding issues.
 |
| **E. RECOMMENDATIONS:** 1. Kathleen recommended employees interested in being trained in the CPR/AED Heart Saver program be full time and be current with their on-line safety training assignments. Employees interested in the training will be given the opportunity to complete overdue training assignments prior to being scheduled for CPR/AED training. The committee supports the recommendation.

 1. An online safety training module on Slips, Trips & Falls is now available from Gallagher Bassett. Kathleen recommended we switch the new module with Identifying Strain & Exertion, which is similar to the Preventing Back Injury module. The committee supports the recommendation.
 |
| **F. NEW BUSINESS:**1. Training assignments for 2nd Qrt. (Apr. thru June) will be made this week. Training assignments for all staff & faculty are: 1) Hazard Communication and 2) Personal Protective Equipment. An additional assignment on Determining Root Cause of Accidents will also be assigned to Public Safety staff, Department Directors and Deans, Laboratory Faculty and Staff and all Safety Committee Members. There is a wallet size card referred to in the Determining Root Cause module that provides a guide to stimulate questioning in determining direct and indirect causes of accidents. These cards will be provided to all safety committee members at the May meeting. If you are aware of a department manager/supervisor that wants a card, please direct them to Kathleen.
2. Incentives for completing online safety training modules were discussed. Suggestions included: employees completing the training assignments on time would be eligible for a drawing at the completion of each calendar quarter; a drawing should be done for each work-site: Charlotte, Collier, Lee and Hendry/Glades; gift cards in the amount of $25 could be issued as prizes. Kathleen will work with a sub-committee to make final recommendations. If you want to participate on the sub-committee, please contact Kathleen no later than April 30th.
 |
| **G. REVIEW OF COMMITTEE GOALS/PLANNING:** **Goal #1**: no lost time claims for one (1) full year – 365 days. A sub-committee will meet closer to attainment of the goal to determine how to celebrate the milestone achievement.

|  |  |  |  |
| --- | --- | --- | --- |
| **MILESTONES** | **Current Record** | **Previous Record** | **Best Record** |
| No lost time employee injury claims  | 168 days10/24/12 – 4/9/13 | 234 days3/2/12 – 10/22/12 | 234 days3/2/12 – 10/22/12 |
| No employee accidents/incidents  | 56 days2/13/13 – 4/9/13 | 28 days1/15/13 – 2/11/13 | 77 days8/9/12 – 1/8/13 |

**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%**Goal #3:** provide CPR/AED Heart Saver Training to employees with the goal of having at least 2 employees per building on each campus certified in CPR/AED Heart Saver skills.  |
| **H. NEXT MEETING DATE: May 8, 2013** |

Meeting adjourned at ­3:45 PM. Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson