

**SAFETY COMMITTEE**

**MEETING MINUTES: JUNE 12, 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 | **A** | **Otto, Kirk**  Laboratory - Collier |  | **Thompson, Kirsten**  Admin. – Charlotte |  |
| **Clemence, Bob**  Health/Sci. - Lab |  | **Hayes, Kathleen**  Committee Chair |  | **McCown, Dillard**  Facilities - Collier |  | **Parfitt, Rick**  Public Safety - Lee | **A** | **Tyus, Jessica**  Science Lab - Lee |  |
| **Gallagher, Patrick**  Public Safety - Charlotte | **A** | **Horn, Darryl**  Faculty Rep. |  | **Mitchell, Reggie**  Public Safety - Lee | **A** | **Perez, Albaro**  Laboratory - Charlotte |  |  |  |
| **Goehring, Brooke** – HendryGlades Center | **A** | **Kruger, Bernie**  Facilities – Charlotte |  | **Nice, Steve**  Facilities - Lee | **A** | **Pracher, Pete**  Facilities - Lee |  |  |  |
| **Guerrero, Ivan**  Student Rep. |  | **Lane, Krisztina**  HR Rep. |  | **O’Leary, Andre**  Admin. - Collier |  | **Sherman, J.R.**  Facilities – 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 May meeting were approved. |
| **B. OLD BUSINESS:**   1. Bob Clemence reported on progress of the Lab sub-committee. The Bio-medical Waste Operating Plan has been updated and will reduce costs by standardizing procedures across departments and on all campuses. Bob will submit a final copy of the plan to the committee shortly. The next focus of the sub-committee will be updating the protocols for the Hazardous Material Waste Operating Plan. |
| **C. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **MAY 2013** | **YTD # - JUL ‘12 thru MAY ‘13** | | Contusion |  | 14 | | Cut/Laceration |  | 5 | | Burn |  | 1 | | Lost Consciousness/  Fainted |  | 4 | | Muscle Sprain/Strain | 4 | 14 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  | 1 | | Fracture or Broken Bone(s) | 2 | 4 | | Needlestick / BBF Exp. | 1 | 3 | | Slip, Trip, Fall |  | 10 | | Other Medical/Health Incident | 1 | 20 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 2 | | **TOTAL** | **8** | **79** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **MAY 2013** | **YTD # - JUL ‘12 thru MAY ‘13** | | Charlotte Campus |  | 19 | | Collier Campus |  | 3 | | Lee Campus | 6 | 49 | | Hendry Glades Center |  | 0 | | Other Location | 2 | 8 | | **TOTAL** | **8** | **79** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **MAY 2013** | **YTD# - JUL ’12 thru MAY ‘13** | | Employee (faculty & staff) | 4 | 18 | | Student | 4 | 57 | | Visitor |  | 4 | | **TOTAL** | **8** | **79** | |
| **D. INSPECTION REPORT REVIEW:** the following general safety inspections were submitted for review:  No reports were submitted for review. Committee members agreed to do safety rounds using the General Safety Inspection checklist in at least one work area in lieu of the July safety meeting. Please submit a copy of your checklist to Kathleen no later than Aug. 1st. Kathleen will develop an inspection chart for the Lee campus, Kirsten will share the schedule developed for Charlotte and Andre will develop same for Collier. |
| **E. RECOMMENDATIONS:** None for the month. |
| **F. NEW BUSINESS:**  The water quality in Bldg. H was discussed. It was reported that the water in Bldg. H is brown in color in the morning and has a foul taste and smell. Pete Pracher noted the concern and will look into it and report back to the committee. |
| **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 | 38 days  5/5/13 – 6/11/13 | 11 days  4/23/13 – 5/3/13 | 234 days  3/2/12 – 10/22/12 | | No employee accidents/incidents | 22 days  5/21/13 – 6/11/13 | 6 days  5/14/13 – 5/19/13 | 77 days  8/9/12 – 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: (no change from previous month)  Employees 95%  Faculty (FT) 69%  Faculty (Adj.) 51%  Student Emp. 56%  **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. To date: 38 employees completed training and are certified. |
| **H. NEXT MEETING DATE: August 14, 2013 / Note: General safety rounds will be conducted by committee members using the General Safety Inspection Checklist in lieu of the July meeting.** |

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