

**SAFETY COMMITTEE**

**MEETING MINUTES: AUGUST 14, 2013**

(Date)

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ambrose, Marty**  Faculty Rep. | **A** | **Hall, Herb**  Public Safety – Collier | **A** | **Marcy, Susan**  Legal/Risk Mgmt | **A** | **Otto, Kirk**  Laboratory - Collier | **A** | **Thompson, Kirsten**  Admin. – Charlotte | **A** |
| **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 |  | **Horn, Darryl**  Faculty Rep. | **A** | **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. | **A** | **O’Leary, Andre**  Admin. - Collier |  | **Sherman, J.R.**  Facilities – Lee |  |  |  |

|  |
| --- |
| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. There are no July meeting minutes to review; general safety inspections by committee members were done in lieu of the July meeting – see Section D. |
| **B. OLD BUSINESS:**   1. Bob will forward a final copy of the Bio-medical Waste Operating Plan to the committee shortly. The next focus of the sub-committee will be to update the protocols for the Hazardous Material Waste Operating Plan. 2. The water quality in Bldg. H was discussed at the last meeting. Pete Pracher reported that the water coolers will have filters placed in them until next summer when the pipes/plumbing in Bldg. H is schedule to be replaced. |
| **C. ACCIDENT/INCIDENT REVIEW:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Type of Accident/Incident** | **JUNE 2013** | **FISCAL YEAR**  **7/1/12 thru 6/30/13** | **JULY**  **2013** | **YTD / FY 13-14**  **JULY 2013** | | Contusion |  | 14 |  |  | | Cut/Laceration |  | 5 |  |  | | Burn |  | 1 |  |  | | Lost Consciousness/  Fainted |  | 4 |  |  | | Muscle Sprain/Strain |  | 14 |  |  | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  | 1 |  |  | | Fracture or Broken Bone(s) |  | 4 |  |  | | Needlestick / BBF Exp. |  | 3 |  |  | | Slip, Trip, Fall |  | 10 | 1 | 1 | | Other Medical/Health Incident | 3 | 23 | 2 | 2 | | Foreign object in eye |  | 1 |  |  | | Auto collision – no injury |  | 2 |  |  | | **TOTAL** | **3** | **82** | **3** | **3** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Location of Accident/Incident** | **JUNE 2013** | **FISCAL YEAR**  **7/1/12 thru 6/30/13** | **JULY 2013** | **YTD / FY 13-14**  **JULY 2013** | | Charlotte Campus |  | 19 |  |  | | Collier Campus |  | 3 |  |  | | Lee Campus |  | 49 | 2 | 2 | | Hendry Glades Center |  | 0 |  |  | | Other Location | 3 | 11 | 1 | 1 | | **TOTAL** | **3** | **82** | **3** | **3** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Person Involved in Accident/Incident** | **JUNE 2013** | **FISCAL YEAR**  **7/1/12 thru 6/30/13** | **JULY 2013** | **YTD / FY 13-14**  **JULY 2013** | | Employee (faculty & staff) |  | 18 |  |  | | Student | 3 | 60 | 1 | 1 | | Visitor |  | 4 | 2 | 2 | | **TOTAL** | **3** | **82** | **3** | **3** | |
| **D. INSPECTION REPORT REVIEW:** the following general safety inspections were conducted in July/August:   1. Bldg. I (Lee) – Rooms 210 common area, 211 A-C, 214 – 217, 117, 119, 124   Noted: stained ceiling tile in I-210; refrigerator plugged into power strip – strip plugged into battery pack in I-217   1. Bldg. O (Lee) – 2nd floor offices, classrooms, restrooms (outside)   Noted: broken soap dispenser 2nd floor women’s bathroom (between N & O)   1. Bldg. U (Lee) – common area and 1st floor hallways   Noted: multiple burned out light bulbs (hallway by rooms 119, 102 106)   1. Bldg. B (Charlotte) – all rooms, library – no safety concerns noted 2. Bldg. C (Charlotte) – all rooms, EMS – no safety concerns noted 3. Bldg. E (Charlotte) – all rooms, east wing, nursing – no safety concerns noted 4. Bldg. G (Charlotte) – all rooms, science bldg.   Noted: no cover for outlet in lab room (repaired immediately by B. Kruger)   1. Bldg. H (Charlotte) - rooms 101 – 120, faculty offices   Noted: Observed paper/desk clutter in H-102 left for the summer; will monitor. Observed plastic bags stored behind electrical appliance and on top of electrical cords in H-111; bags were removed immediately.   1. Bldg. J (Charlotte) – rooms 101 - 125 – no safety concerns noted 2. Bldg. K ( Charlotte) – all rooms, ECHS – no safety concerns noted 3. Bldg. N (Collier) – all rooms   Noted: burned out light bulb at main entry. Observed boxes stored on top of cabinets close to the 18” clearance line.  Thank you to the safety committee members who completed general safety rounds in lieu of the July meeting. Special kudos to the Charlotte campus safety team for total team participation. The following suggestions were made when the inspection findings were discussed:   1. Before noting on a checklist that a light is burned out, check with staff in the vicinity to see if someone requested bulbs to be removed or the light switch is configured to light all or a few bulbs in a lamp. If a bulb(s) is burned out, ask a staff member in the area to complete a work order for facilities to repair or submit an order to facilities yourself and note it on checklist. 2. In areas that do not have permanent eyewash stations, check the disposable eyewash bottles for the expiration date. 3. When completing general safety inspections in office areas, invite the supervisor to walk with you. |
| **E. RECOMMENDATIONS:**  The suggestion was made to reduce the size of the committee and consider using polycom to eliminate the need for travel to Lee campus. Kathleen will review with administration and report back at the September meeting. |
| **F. NEW BUSINESS:**   1. A suggestion was made to consider installing a stop sign near the crossing from Lighthouse commons to the parking area south of the “P” building. There is increased pedestrian traffic and cars are observed speeding through the area. The suggestion will be referred to the Public Safety Office. |
| **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 | 101 days  5/5/13 – 8/13/13 | 11 days  4/23/13 – 5/3/13 | 234 days  3/2/12 – 10/22/12 | | No employee accidents/incidents | 85 days  5/21/13 – 8/13/13 | 6 days  5/14/13 – 5/19/13 | 85 days  5/21/13 – 8/13/13 |   **Goal #2**: achieve 100% completion of the on-line Sexual Harassment for Higher Education training module. The current completion rates are as follows:  Employees 96%  Faculty (FT) 70%  Faculty (Adj.) 53%  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: approx. 90 employees completed training. A final report will be presented at the September meeting. |
| **H. ADJOURNMENT:** The meeting ended at ­­­­­­­4:10 PM. **NEXT MEETING DATE: Sept. 11, 2013.** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson