

**SAFETY COMMITTEE**

**MEETING MINUTES: DECEMBER 11, 2013**

 (Date)

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

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| **Clemence, Bob**Health/Sci. - Lab | **A** | **Guerrero, Ivan**Student Rep. - SGA | **A** | **Lane, Krisztina**HR Rep. | **A** | **Mitchell, Reggie**Public Safety - Lee | **A** |
| **Cocco, Arpalicho**Student Rep.  |  | **Hall, Herb**Public Safety – Collier | **A** | **Marcy, Susan**Legal/Risk Mgmt. |  | **Parfitt, Rick**Public Safety - Lee | **A** |
| **Gallagher, Patrick**Public Safety - Charlotte |  | **Hayes, Kathleen**Committee Chair - HR |  | **Mayhew, Jim**Health Professions – Rad. |  | **Pracher, Pete**Facilities - Lee | **A** |
| **Goehring, Brooke** – HendryGlades Center | **A** | **Kruger, Bernie**Facilities – Charlotte | **A** | **McCown, Dillard**Facilities - Collier |  | **Sherman, J.R.**Facilities – Lee |  |

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee   (time) (location) 1. October, 2013 meeting minutes – no changes. There was no meeting held in November, 2013.
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| **B. OLD BUSINESS:** 1. E- Cigarettes: Mark Lupe, General Counsel and Kathleen Hayes attended a Tobacco-Free Lee Coalition meeting in October. The discussion related to whether or not local employers were considering amending current Tobacco Free workplace policies to include banning e-cigarettes. Mark Lupe shared that he has sent a letter of intent to Tallahassee on behalf of the College to amend the Board of Trustees Tobacco-Free policy in the coming year. To date, no decision has been made on the amended language of the policy.
2. Bio-medical Waste Operating Plan: the finalizing of the operating plans for Charlotte and Collier campuses has been assigned to Kyle Hartman, per Joe Washburn. A target date for completion TBD.
3. Defibrillator Inspections: Joe DeRubba from Public Safety provided the following information regarding the frequency of AED inspections – 1) inspections are completed monthly, 2) inspections are performed by a Public Safety Tech or Officer, 3) documentation of the inspections is kept in a binder marked “Defibrillator Inspections” in office D-106.

Additional AED information provided by Joe: the College recently changed all AEDs on all campuses to the ZOLL defibrillator. The batteries (type 123A Lithium Manganese Dioxide) and the electrode pads are good for approximately 5 years. Also, Included with each AED (under the front cover) are disposable rubber gloves, CPR face shield, moist towelette, dry cloth, scissors and a razor.  |
| C**. ACCIDENT/INCIDENT REVIEW:**

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| --- | --- | --- | --- |
| **Type of Accident/Incident** | **OCTOBER****2013** | **NOVEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 11-30-13** |
| Contusion |  |  |  |
| Cut/Laceration/Puncture Wound | 2 | 1 | 6 |
| Burn |  |  |  |
| Lost Consciousness/Fainted |  |  | 1 |
| Muscle Sprain/Strain |  |  | 1 |
| Cumulative Trauma Disorder (CTD)Ergonomic related |  |  |  |
| Fracture or Broken Bone(s) |  | 1 | 1 |
| Needlestick / BBF Exp. |  |  |  |
| Slip, Trip, Fall | 1 | 3 | 6 |
| Other Medical/Health Incident | 1 | 2 | 10 |
| Foreign object in eye |  |  | 1 |
| Auto collision – no injury | 1 |  | 1 |
| Misc.  | 2 | 1 | 9 |
| **TOTAL** | **7** | **8** | **36** |

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| --- | --- | --- | --- |
| **Location of Accident/Incident** | **OCTOBER****2013** | **NOVEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 11-30-13** |
| Charlotte Campus | 3 |  | 8 |
| Collier Campus |  |  | 8 |
| Lee Campus | 3 | 5 | 14 |
| Hendry Glades Center |  |  |  |
| Other Location | 1 | 3 | 6 |
| **TOTAL** | **7** | **8** | **36** |

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| --- | --- | --- | --- |
| **Person Involved in Accident/Incident**  | **OCTOBER****2013** | **NOVEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 11-30-13** |
| Employee (faculty & staff) | 1 | 2 | 7 |
| Student | 5 | 5 | 24 |
| Visitor | 1 | 1 | 5 |
| **TOTAL** | **7** | **8** | **36** |

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| **D. INSPECTION REPORT REVIEW:** No inspections were submitted for review.  |
| **E. RECOMMENDATIONS:**No new recommendations made. |
| **F. NEW BUSINESS:**1. Safety Goals for 2014 – A copy of the Gallagher Bassett Loss Control Audit was distributed to all attending members (copy attached). Completed last year, the audit outlines areas of opportunity to address which would increase safety awareness and minimize the College’s risk exposure. Many of the items have been addressed over the course of the last year. All safety committee members are asked to read through the audit, note areas of known improvement and/or change and come to the January meeting prepared to discuss the audit and any outstanding items to be considered for 2014 safety goals.
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| **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.

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| **MILESTONES** | **Current Record** | **Previous Record** | **Best Record** |
| No lost time employee injury claims  | 220 days5/5/13 – 12/10/13 | 11 days4/23/13 – 5/3/13 | 234 days3/2/12 – 10/22/12 |
| No employee accidents/incidents  | 15 days11/26/13 – 12/10/13 | 12 days11/13/13 – 11/24/13 | 97 days5/21/13 – 8/25/13 |

**Goal #2**: achieve 100% completion of the on-line Sexual Harassment for Higher Education training module. The current completion rates are as follows:  Employees 95% Faculty (FT) 72% Faculty (Adj.) 55%  Student Emp. 57%  |
| **H. ADJOURNMENT:** The meeting ended at ­­­­­­4:10 PM. **NEXT MEETING DATE: Jan. 15, 2014** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson