

**SAFETY COMMITTEE**

**MEETING MINUTES: JANUARY 15, 2014**

 (Date)

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

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

|  |
| --- |
| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee   (time) (location) 1. December, 2013 meeting minutes distributed via e-mail 12/17/13 – no changes recommended.
 |
| **B. OLD BUSINESS:** 1. Reviewed Gallagher Bassett Safety Audit report & discussed recommendations for Safety Committee goals (see recommendations under Section F).
2. Committee Membership – due to employment resignations and/or position changes, Krisztina Lane, Kirsten Thompson, Darryl Horn and Ivan Guerrero are no longer committee members. If anyone would like to recommend staff or faculty for committee membership, please submit the recommendation to Kathleen.
 |
| **C. NEW BUSINESS:**1. Effective January 2, 2014, Kathleen Hayes administers the Worker Compensation program for all employees. Inquiries related to employee accidents/injuries should be directed to Kathleen in Human Resources.
 |
| **D. ACCIDENT/INCIDENT REVIEW:**

|  |  |  |
| --- | --- | --- |
| **Type of Accident/Incident** | **DECEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 12-31-13** |
| Contusion |  |  |
| Cut/Laceration/Puncture Wound | 1 | 7 |
| Burn |  |  |
| Lost Consciousness/Fainted | 1 | 2 |
| Muscle Sprain/Strain |  | 1 |
| Cumulative Trauma Disorder (CTD)Ergonomic related |  |  |
| Fracture or Broken Bone(s) |  | 1 |
| Needlestick / BBF Exp. |  |  |
| Slip, Trip, Fall |  | 6 |
| Other Medical/Health Incident | 2 | 12 |
| Foreign object in eye |  | 1 |
| Auto collision – no injury |  | 1 |
| Misc.  |  | 9 |
| **TOTAL** | **4** | **40** |

|  |  |  |
| --- | --- | --- |
| **Location of Accident/Incident** | **DECEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 12-31-13** |
| Charlotte Campus |  | 8 |
| Collier Campus |  | 8 |
| Lee Campus | 4 | 18 |
| Hendry Glades Center |  |  |
| Other Location |  | 6 |
| **TOTAL** |  | **40** |

|  |  |  |
| --- | --- | --- |
| **Person Involved in Accident/Incident**  | **DECEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 12-31-13** |
| Employee (faculty & staff) |  | 7 |
| Student | 4 | 28 |
| Visitor |  | 5 |
| **TOTAL** |  | **40** |

 |
| **E. INSPECTION REPORT REVIEW:** 1. J. R. submitted a safety inspection checklist (incl. photographs) to document the potential hazard on the sidewalk located east of Bldg. I; the brick pavers had shifted. The brick pavers were reset; potential hazard eliminated.
 |
| **F. RECOMMENDATIONS:**The following recommendations are based on the Gallagher Bassett Risk Audit findings:1. Develop a Post-Injury Rehab Duty policy – Kathleen will collaborate with Ron Dente to develop and implement a new COP to address injured workers returning to the workplace. Target date for completion and roll-out TBD.
2. Safety Awareness Bulletin – to improve the communication of important safety matters to employees, the committee recommends the development and distribution of a semi-annual safety bulletin. The recommended distribution for the bulletin is September (after Labor Day) and March (after Spring Break). Kathleen will draft a bulletin for review by the committee members prior to the March distribution.
3. Safety Training – committee members recommend focusing on increasing participation in three safety training modules this year; 1) Sexual Harassment for Higher Education, 2) GHS Hazard Communication, and 3) Slip, Trip & Fall. The Sexual Harassment and GHS Haz. Comm. training modules are regulatory requirements. Slip, Trip and Fall is the area that presents the highest exposure risk for the College. Completion rates for these three training modules will be provided at next month’s safety meeting to determine goals for improvement. The committee supports calculating one completion rate for each training module (i.e. no longer breaking out the completion rates for faculty, adjunct faculty, student employees, and all other employees). Goal #2 in Section G below will be amended.
 |
| **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  | 245 days5/5/13 – 1/5/14 | 11 days4/23/13 – 5/3/13 | 234 days3/2/12 – 10/22/12 |
| No employee accidents/incidents  | 41 days11/26/13 – 1/5/14 | 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 (as of 1/6/14) are as follows:   Employees 97% Faculty (FT) 72% Faculty (Adj.) 55%  Student Emp. 57%  |
| **H. ADJOURNMENT:** The meeting ended at ­­­­­­4:25 PM. **NEXT MEETING DATE: February 12, 2014** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson