

**SAFETY COMMITTEE**

**MEETING MINUTES: FEBRUARY 12, 2014**

(Date)

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

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

|  |
| --- |
| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. January, 2014 meeting minutes distributed via e-mail 01/30/14 – no corrections/changes recommended. 2. Kathleen Crawford was introduced as a new committee member representing Collier campus Admin. Svcs. |
| **B. OLD BUSINESS:**   1. Committee members agreed to set a goal for the online safety training compliance as follows: Sexual Harassment Training – 80% completion by assigned employees by 6/30/14; GHS Hazard Communication and Slip, Trip & Fall Training – 80% completion by assigned employees by 12/17/14. |
| **C. NEW BUSINESS:**   1. Brooke Goehring is no longer working for the College. Jeff Gibbs has agreed to be the safety committee member representing the Hendry/Glades Center. 2. JR discussed dates for the annual SREF inspection and provided a list of the top 10 most common SREF deficiencies (see attached). The inspection schedule is as follows: Feb. 19 - Collier campus; Feb. 20 morning -Hendry/Glades and afternoon, Charlotte campus; March 3 & 4 – Lee campus. 3. Bob Clemence provided an update on the Lab Safety Rules developed for the Micro Lab classes. A copy was given to Susan Marcy for legal review. Each science lab discipline will develop Lab Safety Rules specific to their discipline. 4. Bob Clemence presented documentation from the water treatment plant in Ft. Myers to confirm we are within safe limits for lab chemical discharge into the wastewater system. Kirk Otto will obtain this information from the Collier campus and Albaro Perez for the Charlotte campus. Bernie commented that Charlotte campus has an on-site filtration tank that neutralizes acids and bases. 5. Bernie Kruger reported that Forklift Training is scheduled for the Charlotte campus employees requiring this training on March 26, 2014. The cost for the training ($545.) is charged to Bernie’s department. There is also a $10. participant fee. |
| **D. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **JANUARY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 1-31-14** | | Contusion | 1 | 1 | | Cut/Laceration/Puncture Wound |  | 7 | | Burn |  |  | | Lost Consciousness/  Fainted |  | 2 | | Muscle Sprain/Strain | 2 | 3 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  |  | | Fracture or Broken Bone(s) |  | 1 | | Needlestick / BBF Exp. |  |  | | Slip, Trip, Fall | 1 | 7 | | Other Medical/Health Incident |  | 12 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 1 | | Misc. |  | 9 | | **TOTAL** | **4** | **44** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **JANUARY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 1-31-14** | | Charlotte Campus | 1 | 9 | | Collier Campus | 1 | 9 | | Lee Campus | 2 | 20 | | Hendry Glades Center |  |  | | Other Location |  | 6 | | **TOTAL** | **4** | **44** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **JANUARY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 1-31-14** | | Employee (faculty & staff) | 2 | 9 | | Student | 1 | 29 | | Visitor | 1 | 6 | | **TOTAL** | **4** | **44** | |
| **E. INSPECTION REPORT REVIEW:**   1. No new inspection checklists submitted to committee. |
| **F. RECOMMENDATIONS:**   1. Committee members recommend a more visible button (e.g. red icon/ button noting CAMPUS SAFETY) on the Edison website home page for quick, easy access to safety related information. Committee consensus is that the current reference to Campus Safety in the small line at the bottom of the home page is not sufficient for staff, students and faculty when trying to locate information needed; especially in an emergency situation. Employees are directed to use the website to locate information needed yet the current reference to Campus Safety in not easily found. Kathleen will follow up with Chief Parfitt and IT. |
| **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 | 282 days  5/5/13 – 2/11/14 | 11 days  4/23/13 – 5/3/13 | 234 days  3/2/12 – 10/22/12 | | No employee accidents/incidents | 6 days  2/6/14 – 2/11/14 | 5 days  1/31/14 – 2/4/14 | 97 days  5/21/13 – 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: March 12, 2014** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson