

**SAFETY COMMITTEE**

**MEETING MINUTES: MARCH 12, 2014**

(Date)

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

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

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. Introduction: Jeff Gibbs, Director, Hendry/Glades Center was introduced as a new committee member. 2. February, 2014 meeting minutes distributed via 2-24-14 e-mail. One correction to the Accident/Incident Review section: January data increased by 1 employee slip, trip, fall that occurred on Jan. 30th on the Charlotte campus. |
| **B. OLD BUSINESS:**   1. Legal review for the Lab Safety rules developed for Micro Lab classes – the document was reviewed with Legal and minor edits/additions were made. The document is ready for use. 2. Forklift training scheduled for March 26th at Charlotte campus; 3 employees are scheduled to attend. Additional employees may be included for an additional $17 per employee. The training is approximately 3 hours long and results in a 3 year certification. 3. The recommendation of the committee members to have an “easy button” type of an icon on Edison’s website home page to be able to more easily and quickly access Public Safety information was reviewed with Chief Parfitt. The Chief supports the recommendation and will discuss it with IT. 4. An e-mail blast reminder will go out by the end of March to all employees assigned on-line safety training. The e-mail will focus on the three (3) priority training topics as noted in Section G, Goal #2. |
| **C. NEW BUSINESS:**   1. While walking to today’s meeting, Kathleen H. observed loose wires (small green & white wires) at a walkway outside Bldg. F. The wires cross a sidewalk and are down in the sidewalk cut but an approx. 6 inch section popped up creating a tripping hazard. Pete will follow up. 2. Bob C. recommended Melanie Ulrich as a faculty representative on safety committee. Kathleen H. will contact Melanie. 3. The suggestion was made to see if the upcoming Title IX training would satisfy the training requirement for Sexual Harassment training (see Section G, Goal #2). Kathleen H. will review with Ron Dente. |
| **D. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **FEBRUARY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 1-31-14** | | Contusion |  | 1 | | Cut/Laceration/Puncture Wound | 1 | 8 | | Burn |  |  | | Lost Consciousness/  Fainted |  | 2 | | Muscle Sprain/Strain |  | 3 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  |  | | Fracture or Broken Bone(s) |  | 1 | | Needlestick / BBF Exp. |  |  | | Slip, Trip, Fall | 1 | 8 | | Other Medical/Health Incident | 2 | 14 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 1 | | Misc. |  | 9 | | **TOTAL** | **4** | **48** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **FEBRUARY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 1-31-14** | | Charlotte Campus |  | 9 | | Collier Campus |  | 9 | | Lee Campus | 4 | 24 | | Hendry Glades Center |  |  | | Other Location |  | 6 | | **TOTAL** | **4** | **48** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **FEBRUARY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 1-31-14** | | Employee (faculty & staff) | 2 | 11 | | Student | 2 | 31 | | Visitor |  | 6 | | **TOTAL** | **4** | **48** | |
| **E. INSPECTION REPORT REVIEW:**   1. SREF inspections: JR reported the annual inspection went well on all campuses with only minor issues identified as needing correction/repair; door closures, unseated ceiling tiles, etc. An issue was identified in a classroom area involving proper storage of materials. The final SREF report has not yet been received. |
| **F. RECOMMENDATIONS:** |
| **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 | 310 days  5/5/13 – 3/11/14 | 11 days  4/23/13 – 5/3/13 | 234 days  3/2/12 – 10/22/12 | | No employee accidents/incidents | 25 days  2/15/14 – 3/11/14 | 8 days  2/6/14 – 2/13/14 | 97 days  5/21/13 – 8/25/13 |   **Goal #2:** (amended 2-12-14) **80% completion** of the following priority on-line safety training modules:   * Sexual Harassment for Higher Education – target date 6/30/14 *\*current completion rate 73%*      * GHS Hazard Communication – target date 12/17/14 *\*current completion rate 45%* * Slip, Trip and Fall training – target date 12/17/14 *\*current completion rate 40%*   *\*as of Feb. 25, 2014* |
| **H. ADJOURNMENT:** The meeting ended at ­­­­­4:00 PM. **NEXT MEETING DATE: April 9, 2014** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson