

**SAFETY COMMITTEE**

**MEETING MINUTES: MAY 14, 2014**

(Date)

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

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| **Clemence, Bob**  Health/Sci. - Lab |  | **Gibbs, Jeff** – HendryGlades Center | **A** | **Marcy, Susan**  Legal/Risk Mgmt. | **A** | **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 | **A** |
| **Crawford, Kathleen**  Collier Campus |  | **Hayes, Kathleen**  Committee Chair - HR |  | **McCown, Dillard**  Facilities - Collier | **A** | **Sherman, J.R.**  Facilities – Lee |  |
| **Gallagher, Patrick**  Public Safety - Charlotte |  | **Kruger, Bernie**  Facilities – Charlotte | **A** | **Mitchell, Reggie**  Public Safety - Lee | **A** | **Ulrich, Melanie**  Faculty - Biology | **A** |

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. April, 2014 meeting minutes were e-mailed to committee members 4-11-14 for review. No changes req. |
| **B. OLD BUSINESS:**   1. The first edition of the semi-annual safety bulletin/newsletter has been put on hold until after the college name change is in effect. The target date for distribution of the first safety bulletin will be mid-September. 2. The availability of supplies in the labs; specifically, paper towels and soap for the dispensers continues to be an issue in the microbiology labs. Bob Clemence reported there is no contractual stipulation regarding par levels with GCA but the micro labs still need attention. He will speak with Bob from GCA. 3. There was a brief discussion regarding the safety committee goals as they relate to lagging indicators vs. leading indicators. Kathleen will talk with Steve Nice to identify leading indicators to track for milestone goal setting. |
| **C. NEW BUSINESS:**   1. A new law 1006.695 Sexual predator and sexual offender notification; Florida College System institutions, state universities, and career centers.—Each Florida College System institution as defined in s. 1000.21, state university as defined in s. 1000.21, and career center as provided in s. 1001.44 shall inform students and employees at orientation and on its website of the existence of the Department of Law Enforcement sexual predator and sexual offender registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information pursuant to s. 943.043. This information is currently available in the Campus Safety Manual (toll free telephone number needs to be added) and other processes/documents are being reviewed to meet state requirements by July 1st. |
| **D. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **APRIL**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 4-30-14** | | Contusion |  | 1 | | Cut/Laceration/Puncture Wound | 2 | 12 | | Burn |  |  | | Lost Consciousness/  Fainted |  | 2 | | Muscle Sprain/Strain | 2 | 6 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  |  | | Fracture or Broken Bone(s) |  | 1 | | Needlestick / BBF Exp. |  |  | | Slip, Trip, Fall |  | 10 | | Other Medical/Health Incident | 4 | 18 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 1 | | Misc. |  | 9 | | **TOTAL** | **8** | **61** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **APRIL**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 4-30-14** | | Charlotte Campus | 2 | 11 | | Collier Campus | 1 | 10 | | Lee Campus | 5 | 34 | | Hendry Glades Center |  |  | | Other Location |  | 6 | | **TOTAL** | **8** | **61** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **APRIL**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 4-30-14** | | Employee (faculty & staff) | 3 | 16 | | Student | 5 | 37 | | Visitor |  | 8 | | **TOTAL** | **8** | **61** | |
| **E. INSPECTION REPORT REVIEW:**   1. JR reported the SREF inspection items needing correction are near completion. No major issues. 2. Due to a number of unexpected absences from today’s meeting, the discussion regarding the general safety inspection checklist was tabled. |
| **F. RECOMMENDATIONS:**   1. A recommendation was made to amend the target date for achieving an 80% completion goal for Sexual Harassment training to 12/17/14. |
| **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 | 62 days  3/13/14 – 5/13/14 | 27 days  3/13/14 – 4/8/14 | 310 days  5/5/13 – 3/11/14 | | No employee accidents/incidents | 12 days  4/26/14 – 5/7/14 | 11 days  4/12/14 – 4/22/14 | 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 74%*      * GHS Hazard Communication – target date 12/17/14 *\*current completion rate 44%* * Slip, Trip and Fall training – target date 12/17/14 *\*current completion rate 40%*   *\*as of Apr. 8, 2014* |
| **H. ADJOURNMENT:** The meeting ended at ­­­3:50 PM. **NEXT MEETING DATE: JUNE 11, 2014** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson