

**SAFETY COMMITTEE**

**MEETING MINUTES: JUNE 11, 2014**

(Date)

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

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

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. N-108 - Lee Campus.  (time) (location)   1. May, 2014 meeting minutes were e-mailed to committee members 5-15-14 for review. No changes req. |
| **B. OLD BUSINESS:**   1. Bob Clemence reported there is currently no problem with supplies (paper towels, soap, etc.) in the microbiology labs. He will re-check the supply levels during the fall semester when there is greater use of the labs. |
| **C. NEW BUSINESS:**   1. A fire occurred Tuesday, June 10th in a Lighthouse Commons student room when a student left a pan on the stove unattended. Sprinklers were activated in the affected area and Iona McGregor Fire Dept. responders worked with our staff and students to critique the response. JR reported a good response by students and staff. Iona/McGregor FD discussed opportunities for improvement with facilities staff. |
| **D. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **MAY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 5-31-14** | | Contusion | 2 | 3 | | Cut/Laceration/Puncture Wound | 1 | 13 | | Burn |  |  | | Lost Consciousness/  Fainted |  | 2 | | Muscle Sprain/Strain |  | 6 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  |  | | Fracture or Broken Bone(s) |  | 1 | | Needlestick / BBF Exp. |  |  | | Slip, Trip, Fall | 1 | 11 | | Other Medical/Health Incident |  | 18 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 1 | | Misc. | 1 | 10 | | **TOTAL** | **5** | **66** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **MAY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 5-31-14** | | Charlotte Campus | 2 | 13 | | Collier Campus | 1 | 11 | | Lee Campus | 2 | 36 | | Hendry Glades Center |  |  | | Other Location |  | 6 | | **TOTAL** | **5** | **66** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **MAY**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 5-31-14** | | Employee (faculty & staff) | 3 | 19 | | Student | 2 | 39 | | Visitor |  | 8 | | **TOTAL** | **5** | **66** | |
| **E. INSPECTION REPORT REVIEW:**  No inspections were reported to the committee since the last meeting. |
| **F. RECOMMENDATIONS:**   1. Several committee members requested the meeting time be changed to start earlier in the day. After discussion, the time most agreed on was 1PM. All members present were in favor. Therefore, starting with the August, 2014 meeting, the committee will continue to meet the 2nd Wednesday of each month but with the start time changed to 1PM. For scheduling purposes, meetings typically run 1 hr. to 1 ¼ hrs. 2. There will be no safety committee meeting in July, 2014. |
| **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 | 90 days  3/13/14 – 6/10/14 | 27 days  3/13/14 – 4/8/14 | 310 days  5/5/13 – 3/11/14 | | No employee accidents/incidents | 17 days  5/25/14 – 6/10/14 | 6 days  5/9/14 – 5/14/14 | 97 days  5/21/13 – 8/25/13 |   **Goal #2:** (amended 5-14-14) **80% completion** of the following priority on-line safety training modules by 12/17/14:   * Sexual Harassment for Higher Education *\*current completion rate 74%*      * GHS Hazard Communication *\*current completion rate 44%* * Slip, Trip and Fall training *\*current completion rate 40%*   *\*as of Apr. 8, 2014* |
| **H. ADJOURNMENT:** The meeting ended at ­­4:10 PM. **NEXT MEETING DATE: AUGUST 13, 2014 (NO JULY MEETING)** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson