

**SAFETY COMMITTEE**

**MEETING MINUTES October 3, 2019**

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

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| **Clemence, Bob**  Community Advocate |  | **Miller, Valerie**  Committee Chair –General Counsel |  | **Herrera, James**  Facilities - Lee |  | **Sherman, J.R.**  Facilities – Lee |  |
| **Zirzow, Amanda**  Science Lab Manager/Instructor (A&P &Microbiology) |  | **Krueger, Bernie**  Facilities – Charlotte | **A** | Public Safety - Lee | **A** | **Nisson, Michael**  Faculty **–** Criminal Justice |  |
| **Dorelien, Albert** Residential Life |  | **Hepner, Roy**  Pure & Applied Sci. |  | **Whitmer, Elizabeth**  Health Info. Tech - Lee |  | **Espinal, Ashley**  Student |  |
| **Botts, Brian**  Principal, HS Lee |  | **DeVito-Young, Kimberly**  Assistant Director., Event Services |  | **Skumatz, Casey**  Residence Life Specialist |  | **Young, Bo**  IT |  |
| **Kaiser, David**  Coordinator Plant Operations **-** Collier | **A** | **Mayhew, Jim**  Health Professions - Radiology | **A** | **Brown, Stuart**  Theater Professor |  | **Dantes, Judy**  School of Business/Technology |  |
| **Lehrian, Amanda**  Associate Dean,  Student Affairs H/G  Center |  | **Perdomo, Elizabeth**  Coordinator, Clinical  Placements, SOE |  | **Dowd, Frank**  Faculty Librarian |  | **Mraz, Frank**  Public Safety –  Hendry/Glades |  |
| **Millis, Adam**  Human Resources |  | **Infantado, Nina**  Science Lab Manager/Instructor (Biological Sciences & Interdisciplinary Sciences) |  | **Gilrane, Rose**  Science Lab Manager (Physical Sciences) |  | **Hartsell, Angie**  Director,  Adaptive Services |  |

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| **A. MEETING CALLED TO ORDER:**  1:30 pm Bldg. I-223 - Lee Campus  (time) (location)  Meeting minutes of the **April 25, 2019** meeting were approved Frank Dowd and seconded by Val Miller. |
| **B. OLD BUSINESS:**   1. **Chemical Hygiene Plan**    1. Finalizing chemical hygiene plan 2. **Lab Safety Training**    1. E-mail sent to public Safety asking about form for reporting incidents, they said they have their own form    2. Looking at getting training for all lab managers, need to find funding.    3. USF has OSHA institute and online training, looking into that.    4. Hendry/Glades and Collier report no issues. 3. **Steps at the Arena**    1. Bob Clemence stated that corners are very sharp, someone going to get hurt. Needs rubber or foam on corners.    2. Bob also stated that the elderly population are having a hard time distinguishing between the stairs.    3. James Herrera said that he would look into the issue as the staff member who previously was tasked to this, is no longer with the college. 4. **Emergency Evacuation Plans for Students with Mobility Issues**    1. Evaluation signs will be done in November, noting where rally points are.    2. Very readable    3. Question was brought up about if we have an apparatus that carries people down in an emergency. 5. **Janitorial Staff Propping Doors open**    1. The propping of doors by the ABM staff was talked about and Val stated that the new chief has addressed this and will be taking care of it immediately.    2. Hendry/Glades has no issues with ABM propping open the doors 6. **Gold Cart Safety**    1. No one having any issues with golf cart safety   **C. NEW BUSINESS**   1. **Who services AED’s**    1. Discussion was had as to Who services AED’s? No one sure. 2. **AED Location List-Posted on-line**    1. Val and Kim mentioned that there is a list of where all the AED’s are, but wasn’t sure if they were online. 3. **Safety Manual for Arena**    1. Do not think that there is one. Check with Public Safety. 4. Round-Up    1. Complaint about FSW using Round-up. Is there an alternative? A Suggestion to use vinegar, salt, and water. James Herrera said that he would look into other alternative products as well. 5. **Video Intercom System at our Collegiate High Schools**    1. In phase 2 of 3 of the project    2. Front door is being fitted with video intercom-in process now 6. **Misc New Business**    1. Student Ashley Espinal stated that night classes get out at 8:50pm and in order to get into L-Building to access her locker she has to call Public Safety each time. Is there a way for students to have access to the building without having to call Public Safety each time?    2. Ashley also stated that the emergency plans are outdated, would like AED info added, and also instructions on how to work the AED’s    3. Phones in classrooms do not have instructions on who to call in case of emergency. Can a sticker be added with the main number to Public Safety?    4. Hot Button on computers-can a reminder be sent out to what the “hot keys” are?    5. A suggestion for re-occurring training on the door locks was requested.    6. An inspector was on the Charlotte campus and gave a violation for a sharps container not being labeled. Nina said that we need to get a certification.    7. Hendry/Glades pull-down cords will be done on the December break.    8. Amanda Lehrian put in a request for security camera, will send Bo Young a diagram. She would also like door locks for the library door on H/G campus.    9. Mike Nisson stated that he would like to have a better active shooter training. The one that was offered previously was not good. Val stated that Chief Connolly will be putting this into effect. |
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