

**SAFETY COMMITTEE**

**MEETING MINUTES November 15, 2018**

 (Date)

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

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| **Clemence, Bob**Community Advocate  |  | **Miller, Valerie**Committee Chair –General Counsel |  | **McCown, Dillard**Facilities - Lee |  | **Sherman, J.R.**Facilities – Lee | **A** |
| **Zirzow, Amanda**Science Lab Manager |  | **Krueger, Bernie**Facilities – Charlotte | **A** | **Mitchell, Reggie**Public Safety - Lee |  | **Nisson, Michael** Faculty **–** Criminal Justice |  |
| **Dorelien, Albert** Residential Life |  | **Hepner, Roy**Pure & Applied Sci. |  | **Whitmer, Elizabeth**Health Info. Tech - Lee |  | **McCann, Mya**Student  | **A** |
| **Botts, Brian**Principal, HS Lee | **A** | **DeVito-Young, Kimberly**Coordinator., Event Services |  | **Skumatz, Casey**Student | **A** | **Lozano, Henry**Student |  |
| **Kaiser, David**  Coordinator Plant Operations |  | **Mayhew, Jim**Health Professions - Radiology | **A** | **Brown, Stuart** Theater Professor | **A** | **Dantes, Judy** School of Business/Technology  |  |
| **Lehrian, Amanda**Associate Dean,Student Affairs H/GCenter | **A** | **Perdomo, Elizabeth**Coordinator, Clinical Placements, SOE |  | **Dowd, Frank** Faculty Librarian |  | **Mraz, Frank**Public Safety – Hendry/Glades |  |
| **Giaimo III, Anthony**FSW Public Safety |  | **Millis, Adam**Human Resources |  | **Infantado, Nina**Biology Lab |  | **Gilrane, Rose**Science & Technology Lab |  |

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| **A. MEETING CALLED TO ORDER:**  1:30 pm Bldg. I-223 - Lee Campus  (time) (location) Meeting minutes of the **September 20, 2018** meeting were approved without changes.  |
|  **B. OLD BUSINESS:**1. **Uniform Shirts**
	1. Adam stated that he spoke with Susan Bronstein concerning this problem. All agreed that a procedure is required preventing people who have left the College from private access to the property. They can do this now by identifying themselves with uniform shirts or BUC cards not turned in at termination.
	2. Kim stated that some departments do ask for BUC cards to be turned in and they are then shredded but this is not uniformly done.
	3. The Chief suggested following best practices such as keeping identity cards visible and changing color of cards on a timely basis.
	4. Adam will speak to Susan re asking all supervisors to collect cards at termination.
2. **Lee Employee Parking Lot 7**
	1. Frank thanked the Chief for his efforts and Facilities for better identification of staff parking in Lot 7.
	2. Frank also identified a speeding problem since Lot 7 is open on both ends and cars pass through the lot at high speeds at times. He stated that people are afraid of backing up because of this.
	3. The Chief suggested making arrangements to put 15 mph signs and a speed bump. He also mentioned possibility of using a “Speed Sentry” or a product called “The Hawk” which can identify license plates and speeds. He stated that because Lot 7 is on private property, authorities cannot issue speeding tickets.
3. **Night Class and Public Safety Presence**
	1. The Chief stated he spoke with Public Safety staff as well as with security contractors to set up additional surveillance at night.
	2. Adam stated he is aware of an area near Lot 4 with no lighting.
	3. Elizabeth Whitmer said it is dark when she leaves A Bldg. heading towards Buccaneer Street. She mentioned several lights being out and others dim. It appears some belong to the County and others to FSW.
	4. Dillard will check affected parking lot lighting near A Bldg, EMS and near B Bldg. He also mentioned flashing strobe light near dorm slated to be repaired at Christmas break.
	5. No issues reported by Collier or Hendry/Glades.
4. **Lab Safety**
	1. Nina reported good progress being made to establish lab safety standards at all FSW campuses, including contacts with FGCU and Florida U. re best practices.
	2. She reported chemical waste disposal now being logged and contractor for chemical waste contacted. Also SDS sheets being updated.
	3. Online monitoring of where chemicals are used at FSW has begun. Also Nina mentioned keeping track of chemicals purchased and amounts disposed of.
	4. Nina and Rose went to Hendry/Glades and Collier to meet with lab personnel and help them organize.
	5. More training or refresher training needed as regards OSHA-approved HAZMAT, Chemical Hygiene and Lab Health & Safety procedures. This includes how to deal with air-borne blood pathogens and use of defibrillators. New lab staff should be trained when hired. Adam mentioned J. Sabo as a contact for First Aid training information. The training could be done by Nina/Rose or external contractors such as Gallagher.
	6. Valerie stated she would see what training is available through Gallagher.
5. **Veritas Update**
	1. Chief stated that former law enforcement professionals looking at Crisis plans at all school campuses. He is working on a draft for FSW Crisis Plan to be ready by December. It will be based on findings and will be all-encompassing to include communications, etc.
	2. There was some discussion on locking of classroom doors or lack thereof. Also Elizabeth Whitmer mentioned need for “hot keys” on lecterns.

 **C. NEW BUSINESS**1. **Arena**
	1. Bob Clemence suggested a pad should be placed on small steps at bottom near bleachers to prevent accidents like the one to a player who slid into them and injured his head.
	2. Steps painted the same color and it is hard to tell where the step starts and ends.
2. **Driving of Golf Carts**
	1. The Chief mentioned that some employees drive golf carts with their legs sticking out and some drive too fast. He will get with all his staff and discuss the importance of golf cart safety.
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|  **ADJOURNMENT:** 2:30 pm **NEXT MEETING DATE: TBD February 2019** |

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