

**SAFETY COMMITTEE**

**MEETING MINUTES: October 10, 2012**

 (Date)

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

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| **Ambrose, Marty**Faculty Rep.  |  | **Hayes, Kathleen**Committee Chair |  | **McCown, Dillard**Facilities - Collier |  | **Pracher, Pete**Facilities - Lee |  | **Thompson, Kirsten**Admin. – Charlotte |  |
| **Clemence, Bob**Health/Sci. - Lab |  | **Holliday, Tami**Risk Mgmt. | **A** | **Nice, Steve**Facilities - Lee | **A** | **Reynolds, Tracy**HR & ESAC Rep. | **A** | **Tyus, Jessica**Science Lab - Lee |  |
| **Guerrero, Ivan**Student Rep. |  |  **Horn, Darryl**Faculty Rep. |  | **O’Leary, Andre**Admin. - Collier |  | **Roughgarden, Brooke**Admin. – H/G Ctr. |  | **Guest:****Brian Botts,** **ECHS** |  |
| **Hall, Herb**Public Safety – Collier | **A** | **Kruger, Bernie**Facilities – Charlotte |  |  **Parfitt, Rick**Public Safety - Lee | **A**  | **Sherman, J.R.**Facilities – Lee |  | **Guest:** |  |

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee   (time) (location)1. Minutes from the last meeting were approved. No corrections required.
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| **B. OLD BUSINESS:**1. Status report on tire bumper painting in VIP lot by BB Mann was unavailable. Target date for completion was 10/9. Pete Pracher will follow-up on status.
2. JR Sherman reported on the Facilities compliance review during the Office of Civil Rights visit. JR reported no major findings by the facilities inspector. An item expected to be noted in the final report involves the need for grab bars in some restrooms. Facilities will address the concern upon receipt of the final report.
3. A 2nd draft of the General Safety Inspection Checklist was completed and will be sent to Steve Nice and JR Sherman for comment. We are still on target to present a user friendly checklist for safety committee members to use when completing periodic safety rounds at the November meeting.
4. The Gallagher Bassett Web-based Safety and Sexual Harassment training program was reviewed with committee members – see recommendations in Section E below.
5. Bob Clemence gave a status update on the Laboratory Standards & Protocols project. He reported that until the vacant Lab position is filled at the Charlotte campus, the project is delayed. Bob, Jessica Tyus and Kathleen Hayes attended a webinar Sept. 27th on Developing a Chemical Safety Plan: Tips for Reducing Risk. Bob noted our current plan is good for the Laboratory and part of the sub-committee task will be to incorporate some of the recommendations developed for Laboratory Standards & Protocols into other work areas using chemicals.
6. There is some overlap with the Global Harmonizing System (GHS) project with Bob’s Laboratory Standards & Protocols project. Bob will let the committee know if additional sub-committee members are needed to focus on transitioning from MSDS to SDS. Lisa Tudor and Angela Holbrook have been recommended to Bob as possible sub-committee members. Jessica Tyus volunteered for Bob’s sub-committee.
7. Pete Pracher reported that the unlabeled container stored in Classroom L-109 has been removed and the labeling of materials currently stored in that classroom meet standards.
8. The Safety Committee Mission Statement has been amended with last month’s recommendations and posted on the Safety Committee web page. Since Marty Ambrose was not present at last month’s meeting, she will be making additional recommendations to correct/amend the statement.
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| **C. ACCIDENT/INCIDENT REVIEW:****September, 2012**: Total = 7Six (6) student accidents/incidents; 1 bruise/possible hand fracture; 1 fainted; 1 muscle strain – hip & knee; 1 unknown medical issue; 2 cut/lacerationOne (1) visitor accident/incident; 1 seizure**YTD Stats: July 1 – Sept. 30, 2012**14 accidents/incidents; 2 employees, 10 students, 2 visitors.

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| Type of Accident/Incident | YTD # |
| Contusion | 2 |
| Cut/Laceration | 2 |
| Lost Consciousness/Fainted | 3 |
| Muscle Sprain/Strain | 1 |
| Needlestick | 1 |
| Slip, Trip, Fall | 2 |
| Other Medical Incident | 3 |
| **TOTAL – YTD** | **14** |

The current record for no lost time employee injuries is 221 days; from Mar. 2 – Oct. 9. This information will be used to help determine goals and celebrate milestones.  |
| **D. INSPECTION REPORT REVIEW:** no inspection reports presented for prior month. |
| **E. RECOMMENDATIONS:**The committee members support the following recommendations related to the web-based Safety Training and Sexual Harassment training:1. Divide the 12 safety training modules among the calendar quarters (3 per calendar quarter) and establish the due date as the last working day of the calendar quarter.
2. Training modules will be assigned to all regular full time faculty and staff and regular part time staff during the initial implementation phase.
3. Supervisors may change a due date to an earlier completion date for an assigned module based on the priorities of the department/position by notifying the training system administrator (Kathleen Hayes) of the new date.
4. Sexual Harassment training will be the first training assignment for faculty and staff. Sexual Harassment training for adjunct faculty is under review for the next phase of implementation.
5. Some training modules are assigned to all faculty and staff. Some training modules are assigned to certain positions with job duties related to a specific training module(s). The assignments noted on the attached hand-out were reviewed and supported by the committee members. Kathleen Hayes is the contact person for adding or changing training assignments. She will discuss Clinical Associate assignments with Dr. Marie Collins prior to making additional assignments for the position.
6. An e-mail blast announcing the training platform will be sent no later than Oct. 22.
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| **F. NEW BUSINESS:**1. Bob Clemence reported a loose railing in building AA. JR and Pete noted the location and will follow-up. All committee members were asked to complete work orders for safety issues identified. The form is located on the portal under District Resources. However, if a safety issue identified requires immediate attention, please call the Facilities Department.
2. The FCSRMC has revised the Accident/Incident report form. All users are to transition to the revised form as of Oct. 10th. Any questions related to the revised form can be directed to Tami Holliday.
3. There was discussion related to the location of AEDs and the training to use an AED. Reggie Mitchell reported that the AEDs are located in various areas throughout each campus and staffs working in those areas are trained in the proper use of the device. All Public Safety staff is trained to use AEDs as well. No further action is necessary at this time.

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| **G. REVIEW OF COMMITTEE GOALS/PLANNING:** Committee members were asked to bring their recommendations for short and/or long term goals for discussion. Marty Ambrose and Darryl Horn collaborated and recommended some short and long term goals. The list was provided to everyone at the meeting and discussion was tabled until next month’s meeting. Committee members were asked to review the list provided by Marty, include their recommendations and be prepared to discuss and set goals next month. Please remember, goals should be measurable in order to determine the effectiveness of the safety program.  |
| **H. NEXT MEETING DATE: November 14, 2012** – 3:00 PM, Facilities Conf. Room, Bldg. D.  |

Meeting adjourned at 4:20 PM. Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson