

**SAFETY COMMITTEE**

**MEETING MINUTES: MAY 15, 2013**

(Date)

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

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| **Ambrose, Marty**  Faculty Rep. | **A** | **Hall, Herb**  Public Safety – Collier |  | **Lane, Krisztina**  HR Rep. |  | **Nice, Steve**  Facilities - Lee | **A** | **Roughgarden, Brooke** – HendryGlades Center | **A** |
| **Clemence, Bob**  Health/Sci. - Lab |  | **Hayes, Kathleen**  Committee Chair |  | **Marcy, Susan**  Legal / Risk Mgt. |  | **O’Leary, Andre**  Admin. - Collier |  | **Sherman, J.R.**  Facilities – Lee |  |
| **Gallagher, Patrick**  Public Safety - Charlotte |  | **Horn, Darryl**  Faculty Rep. |  | **McCown, Dillard**  Facilities - Collier | **A** | **Parfitt, Rick**  Public Safety - Lee | **A** | **Thompson, Kirsten**  Admin. – Charlotte |  |
| **Guerrero, Ivan**  Student Rep. | **A** | **Kruger, Bernie**  Facilities – Charlotte | **A** | **Mitchell, Reggie**  Public Safety - Lee |  | **Pracher, Pete**  Facilities - Lee |  | **Tyus, Jessica**  Science Lab - Lee | **A** |

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. Minutes from the April meeting were approved. 2. Albaro Perez, Charlotte Campus and Kirk Otto, Collier Campus have been added as safety committee members. |
| **B. OLD BUSINESS:**   1. Online Safety Training: A recommendation was made to assign all of the safety training modules at the same time rather than quarterly. The recommendation was not approved and training assignments will continue to be made quarterly. 2. Incentives for completion of online safety training modules are under consideration. |
| **C. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **APR 2013** | **YTD # - JUL ‘12 thru APR ‘13** | | Contusion | 3 | 14 | | Cut/Laceration | 1 | 5 | | Burn |  | 1 | | Lost Consciousness/  Fainted |  | 4 | | Muscle Sprain/Strain | 2 | 10 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  | 1 | | Broken Bone(s) |  | 2 | | Needlestick / BBF Exp. |  | 2 | | Slip, Trip, Fall |  | 10 | | Other Medical/Health Incident | 2 | 19 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 2 | | **TOTAL** | **8** | **71** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **APR 2013** | **YTD # - JUL ‘12 thru APR ‘13** | | Charlotte Campus |  | 19 | | Collier Campus | 1 | 3 | | Lee Campus | 7 | 43 | | Hendry Glades Center |  | 0 | | Other Location |  | 6 | | **TOTAL** | **8** | **71** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **APR 2013** | **YTD# - JUL ’12 thru APR ‘13** | | Employee (faculty & staff) | 5 | 14 | | Student | 3 | 53 | | Visitor |  | 4 | | **TOTAL** | **8** | **71** | |  |  |  | |
| **D. INSPECTION REPORT REVIEW:** the following general safety inspections were submitted for review:   1. SREF inspections were completed in Feb. & March. Although the final report has not yet been received, an update on the Accessibility Findings from the state audit was reviewed by JR. No major issues were reported. Minor violations related to door stops, extension cords, etc. were identified. |
| **E. RECOMMENDATIONS:**   1. Provide the College policy on golf cart use to the departments utilizing golf carts on campus. Susan Marcy offered to distribute the policy developed by Public Safety to: Lisa Tudor, Jason Dudley, and Judy Pultro to make sure GCA, IT staff and FSI staff are aware of the safety parameters the college has in place for safe golf cart operation. The policy is already in use as part of new employee departmental orientation for Public Safety and Facilities Dept. staff. 2. Develop a system for ensuring golf cart operators have a valid driver’s license and is checked annually. |
| **F. NEW BUSINESS:**  Bob Clemence gave a status report on the Laboratory Standards & Protocol sub-committee and provided a copy of the sub-committee minutes. |
| **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 | 10 days  5/5/13 – 5/14/13 | 11 days  4/23/13 – 5/3/13 | 234 days  3/2/12 – 10/22/12 | | No employee accidents/incidents | 10 days  5/5/13 – 5/14/13 | 3 days  5/1/13 – 5/3/13 | 77 days  8/9/12 – 1/8/13 |   **Goal #2**: achieve 100% completion of the on-line Sexual Harassment for Higher Education training module. The current completion rates are as follows:  Employees 95%  Faculty (FT) 69%  Faculty (Adj.) 51%  Student Emp. 56%  **Goal #3:** provide CPR/AED Heart Saver Training to employees with the goal of having at least 2 employees per building on each campus certified in CPR/AED Heart Saver skills. |
| **H. NEXT MEETING DATE: June 12, 2013** |

Meeting adjourned at 4:10 PM. Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson