

**SAFETY COMMITTEE**

**MEETING MINUTES: SEPTEMBER 11, 2013**

 (Date)

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

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| **Clemence, Bob**Health/Sci. - Lab |  | **Hayes, Kathleen**Committee Chair |  | **McCown, Dillard**Facilities - Collier |  | **Pracher, Pete**Facilities - Lee |  |
| **Gallagher, Patrick**Public Safety - Charlotte | **A** | **Horn, Darryl**Faculty Rep. | **A** | **Mitchell, Reggie**Public Safety - Lee | **A** | **Sherman, J.R.**Facilities – Lee |  |
| **Goehring, Brooke** – HendryGlades Center | **A** | **Kruger, Bernie**Facilities – Charlotte |  | **Otto, Kirk** Laboratory - Collier | **A** | **Thompson, Kirsten**Admin. – Charlotte |  |
| **Guerrero, Ivan**Student Rep. |  | **Lane, Krisztina**HR Rep. | **A** | **Parfitt, Rick**Public Safety - Lee | **A** | **Tyus, Jessica**Science Lab - Lee |  |
| **Hall, Herb**Public Safety – Collier | **A** | **Marcy, Susan**Legal/Risk Mgmt. |  | **Perez, Albaro**Laboratory - Charlotte |  | **Guest –**Arpalicho Cocco, student |  |

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| **A. MEETING CALLED TO ORDER:**  3:00 PM at Bldg. D Conf. Rm. - Lee.  (time) (location)1. The August meeting minutes were approved by committee members.
2. Ivan Guerrero introduced a guest, Arpalicho Cocco, a student and RA at Lighthouse Commons.
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| **B. OLD BUSINESS:** 1. A copy of the Bio-Medical Waste Operating Plan for the Lee Campus was completed by Joe Washburn. Kathleen will follow-up with Joe to determine the status of the BMW plan for all campuses and give an update at the next meeting.
2. Safety concerns regarding vehicle traffic at a pedestrian crosswalk near Lighthouse Commons was discussed and will be further reviewed with the Public Safety Department.
3. Committee membership - members were welcomed to the 2013-2014 committee term. Faculty Senate leadership on all campuses received a request to recommend a faculty member for safety committee membership. Lisa McGarity included the request on the 9/6/13 Faculty Senate meeting agenda.
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| **C. ACCIDENT/INCIDENT REVIEW:** \* YTD data adjusted for a July incident not previously reported to Safety Committee

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| **Type of Accident/Incident** | **AUGUST****2013** | **YTD / FY 13-14****7-1-13 thru 8-31-13** |
| Contusion |  |  |
| Cut/Laceration | 1 | 1 |
| Burn |  |  |
| Lost Consciousness/Fainted |  |  |
| Muscle Sprain/Strain |  |  |
| Cumulative Trauma Disorder (CTD)Ergonomic related |  |  |
| Fracture or Broken Bone(s) |  |  |
| Needlestick / BBF Exp. |  |  |
| Slip, Trip, Fall | 1 | 2 |
| Other Medical/Health Incident | 2 | 5\* |
| Foreign object in eye |  |  |
| Auto collision – no injury |  |  |
| **TOTAL** | **4** | **8** |

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| **Location of Accident/Incident** | **AUGUST****2013** | **YTD / FY 13-14****7-1-13 thru 8-31-13** |
| Charlotte Campus | 3 | 3 |
| Collier Campus |  |  |
| Lee Campus | 1 | 4\* |
| Hendry Glades Center |  |  |
| Other Location |  | 1 |
| **TOTAL** | **4** | **8** |

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| **Person Involved in Accident/Incident**  | **AUGUST****2013** | **YTD / FY 13-14****7-1-13 thru 8-31-13** |
| Employee (faculty & staff) | 2 | 2 |
| Student | 2 | 4\* |
| Visitor |  | 2 |
| **TOTAL** | **4** | **8** |

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| **D. INSPECTION REPORT REVIEW:** no inspection reports submitted to the committee this month |
| **E. RECOMMENDATIONS:** 1. Amend the safety committee goal #3 to: At least two employees in each building with an AED unit on each campus be trained and certified in CPR/AED Heart Saver skills.
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| **F. NEW BUSINESS:**1. The Laboratory sub-committee members submitted a copy of their meeting minutes for the last three months.
2. Questions related to CPR certification for RA’s were asked by student committee members. Kathleen will follow up and report back at the next meeting.
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| **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.

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| **MILESTONES** | **Current Record** | **Previous Record** | **Best Record** |
| No lost time employee injury claims  | 129 days5/5/13 – 9/10/13 | 11 days4/23/13 – 5/3/13 | 234 days3/2/12 – 10/22/12 |
| No employee accidents/incidents  | 15 days8/27/13 – 9/10/13 | 97 days5/21/13 – 8/26/13 | 97 days5/21/13 – 8/25/13 |

**Goal #2**: achieve 100% completion of the on-line Sexual Harassment for Higher Education training module. The current completion rates are as follows:  Employees 96% Faculty (FT) 70% Faculty (Adj.) 53%  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. Training was conducted May 24, 2013 through August 5, 2013 for employees; 96 FT employees completed the training and received a two year certification from the American Heart Assn.   |
| **H. ADJOURNMENT:** The meeting ended at ­­­­­­­4:20 PM. **NEXT MEETING DATE: Oct. 9, 2013.**  |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson