

**SAFETY COMMITTEE**

**MEETING MINUTES: OCTOBER 9, 2013**

 (Date)

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

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

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| **A. MEETING CALLED TO ORDER:** 3:00 PM at Bldg. D Conf. Rm. - Lee   (time) (location)1. Introductions: Arpalicho Cocco, student/RA and Jim Mayhew, School of Health Professions, Radiology Program were welcomed as new committee members.
2. Jessica Tyus, Albaro Perez and Kirk Otto will be members of the Lab Safety Sub-committee led by Bob Clemence who will continue as a regular member of the College-wide Safety Committee.
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| **B. OLD BUSINESS:**  1. Safety concerns raised regarding conditions at a pedestrian crosswalk near ECHS to Lighthouse Commons was discussed. Since the last meeting, several safety committee members observed the area of concern and believe the crosswalk is appropriately marked and signage is sufficient. There is shrubbery near the signage for the crosswalk that may need occasional trimming to provide a clear view of signage. Committee members agreed there is no/low risk to pedestrians; if the crosswalk is used. No further action is needed at this time.
2. The CPR/AED training conducted for the RAs from Lighthouse Commons was the American Heart Association’s HeartSaver program which results in a two year certification. The training was scheduled by Residence Hall staff and not part of the safety committee goal to train employees. Participants of the class did not receive a certification card at the completion of the training so the list of attendees was referred to Paule Pierre for consideration of the $5 per participant fee to issue a card. Paule will follow-up with Joe Washburn for cards.
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| C**. ACCIDENT/INCIDENT REVIEW:**

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| **Type of Accident/Incident** | **SEPTEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 9-30-13** |
| Contusion |  |  |
| Cut/Laceration | 2 | 3 |
| Burn |  |  |
| Lost Consciousness/Fainted | 1 | 1 |
| Muscle Sprain/Strain | 1 | 1 |
| Cumulative Trauma Disorder (CTD)Ergonomic related |  |  |
| Fracture or Broken Bone(s) |  |  |
| Needlestick / BBF Exp. |  |  |
| Slip, Trip, Fall |  | 2 |
| ;/.scOther Medical/Health Incident | 2 | 7 |
| Foreign object in eye | 1 | 1 |
| Auto collision – no injury |  |  |
| Misc.  | 6 | 6 |
| **TOTAL** | **13** | **21** |

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| **Location of Accident/Incident** | **SEPTEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 9-30-13** |
| Charlotte Campus | 2 | 5 |
| Collier Campus | 8 | 8 |
| Lee Campus | 2 | 6 |
| Hendry Glades Center |  |  |
| Other Location | 1 | 2 |
| **TOTAL** | **13** | **21** |

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| **Person Involved in Accident/Incident**  | **SEPTEMBER****2013** | **YTD / FY 13-14****7-1-13 thru 9-30-13** |
| Employee (faculty & staff) | 2 | 4 |
| Student | 10 | 14 |
| Visitor | 1 | 3 |
| **TOTAL** | **13** | **21** |

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| **D. INSPECTION REPORT REVIEW:** 1. Joe Washburn reported the Bio-Medical Waste annual inspection was completed by the Lee County Dept. of Health for the Lee campus in August, 2013. The DOH approved the BMW Operating Plan for Lee campus and issued the certificate.
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| **E. RECOMMENDATIONS:**1. It was recommended that the Bio-Medical Waste Operating Plan for Charlotte and Collier campuses be standardized using the Lee campus plan as a template since Lee’s plan was already approved by the DOH. It was also recommended that Joe Washburn, Director of Emergency Services Programs designate an EMS employee from Charlotte and Collier campuses to standardize their plans. Kathleen will follow-up with Joe.
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| **F. NEW BUSINESS:**1. There was discussion regarding the use of e-cigarettes on campus. Susan Marcy reported that Mark Lupe, General Counsel is currently reviewing the Tobacco Free BOT policy for possible amendment. Kathleen and Tracy Reynolds are invited to participate in the Lee County Tobacco Free Coalition meeting Oct. 16th to discuss e-cigarettes and how tobacco free policies may be affected. Kathleen will invite Mark to attend as well.
2. Discussion was held regarding the following safety related complaints from staff/faculty: 1) parking lot lighting, 2) staff speeding and not wearing a safety helmet when operating a Segway and 3) buildings being locked too early when students are still in evening classes. Kathleen followed up with Chief Parfitt who will address the concerns.
3. Bob Clemence reviewed the findings of a post incident review meeting with Laboratory staff and Microbiology faculty following an incident at the Collier campus with students using Malachite Green. The group made some changes and recommendations after determining the root cause of the accident. Bob presented a copy of their meeting minutes for the Safety Committee record.
4. The 2013-2014 Safety Manual on the Public Safety web page has been updated. The number of AEDs has increased from 6 to 16 on the Lee campus. The location of AEDs for all campuses and the Hendry Glades Center are noted on pages 7 & 8 of the manual. Clarification regarding the frequency of checking the AED batteries and how that information is tracked was requested by EMS. Kathleen will follow up with Public Safety.
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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  | 157 days5/5/13 – 10/8/13 | 11 days4/23/13 – 5/3/13 | 234 days3/2/12 – 10/22/12 |
| No employee accidents/incidents  | 8 days10/1/13 – 10/8/13 | 15 days9/15/13 – 9/29/13 | 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 97% Faculty (FT) 72% Faculty (Adj.) 54%  Student Emp. 57% **Goal #3:** provide CPR/AED Heart Saver Training to have at least two, full time employees per building with an AED unit, trained and certified in CPR/AED Heart Saver skills. After reviewing the work locations of the 96 employees who completed the training, this goal has been met.   |
| **H. ADJOURNMENT:** The meeting ended at ­­­­­­­4:25 PM. **NEXT MEETING DATE: Nov. 13, 2013.**  |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson