

**SAFETY COMMITTEE**

**MEETING MINUTES: APRIL 9, 2014**

(Date)

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

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| **Clemence, Bob**  Health/Sci. - Lab |  | **Gibbs, Jeff** – HendryGlades Center | **A** | **Marcy, Susan**  Legal/Risk Mgmt. |  | **Parfitt, Rick**  Public Safety - Lee | **A** |
| **Cocco, Arpalicho**  Student Rep. | **A** | **Hall, Herb**  Public Safety – Collier |  | **Mayhew, Jim**  Health Professions – Rad. |  | **Pracher, Pete**  Facilities - Lee |  |
| **Crawford, Kathleen**  Collier Campus | **A** | **Hayes, Kathleen**  Committee Chair - HR |  | **McCown, Dillard**  Facilities - Collier | **A** | **Sherman, J.R.**  Facilities – Lee | **A** |
| **Gallagher, Patrick**  Public Safety - Charlotte |  | **Kruger, Bernie**  Facilities – Charlotte | **A** | **Mitchell, Reggie**  Public Safety - Lee | **A** | **Ulrich, Melanie**  Faculty - Biology |  |

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| **A. MEETING CALLED TO ORDER:** 3:00 PM at Bldg. D Conf. Rm. - Lee  (time) (location)   1. Introduction: Melanie Ulrich, Professor of Biology has joined the committee as a faculty representative. 2. March, 2014 meeting minutes were e-mailed 3-13-14. Correction noted to the March minutes, Section D, YTD / FY 13-14 dates should read 7-1-13 thru 2-28-14. |
| **B. OLD BUSINESS:**   1. Forklift training was conducted at the Charlotte campus on March 26th resulting in three employees receiving a three year certification. Special thanks to Bernie Krueger for coordinating the training. 2. Chief Parfitt supports some type of “easy button” icon on the website home page for faster/easier access to Public Safety information. The Chief is currently working with the BIT team who made a similar recommendation. The Chief will review the matter with IT once all suggestions have been considered. 3. The first edition of the semi-annual safety bulletin/newsletter recommended at the January meeting is currently being reviewed for approval prior to distribution. 4. Attendance at the live Title IX training held recently will satisfy the requirement for employees to complete Sexual Harassment training. Of 64 attendees at the live training, 63 had completed the online training as well. |
| **C. NEW BUSINESS:**   1. A trending problem was identified by two committee members regarding the availability of supplies in the labs; specifically, paper towels and soap for the dispensers. Peter Pracher will discuss the par levels for labs with the GCA supervisor. Susan Marcy offered to review the contract to see if par levels are indicated in the contract. 2. There was a brief discussion regarding the safety committee goals as they relate to lagging indicators vs. leading indicators. Since most leading indicators are linked to the Preventive Maintenance System (PMS) in Facilities, this topic may be referred to an ad hoc group. Anyone interested in developing leading safety indicators to include in goal setting should contact Kathleen. |
| **D. ACCIDENT/INCIDENT REVIEW:**   |  |  |  | | --- | --- | --- | | **Type of Accident/Incident** | **MARCH**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 3-31-14** | | Contusion |  | 1 | | Cut/Laceration/Puncture Wound | 2 | 10 | | Burn |  |  | | Lost Consciousness/  Fainted |  | 2 | | Muscle Sprain/Strain | 1 | 4 | | Cumulative Trauma Disorder (CTD)  Ergonomic related |  |  | | Fracture or Broken Bone(s) |  | 1 | | Needlestick / BBF Exp. |  |  | | Slip, Trip, Fall | 2 | 10 | | Other Medical/Health Incident |  | 14 | | Foreign object in eye |  | 1 | | Auto collision – no injury |  | 1 | | Misc. |  | 9 | | **TOTAL** | **5** | **53** |  |  |  |  | | --- | --- | --- | | **Location of Accident/Incident** | **MARCH**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 3-31-14** | | Charlotte Campus |  | 9 | | Collier Campus |  | 9 | | Lee Campus | 5 | 29 | | Hendry Glades Center |  |  | | Other Location |  | 6 | | **TOTAL** | **5** | **53** |  |  |  |  | | --- | --- | --- | | **Person Involved in Accident/Incident** | **MARCH**  **2014** | **YTD / FY 13-14**  **7-1-13 thru 3-31-14** | | Employee (faculty & staff) | 2 | 13 | | Student | 1 | 32 | | Visitor | 2 | 8 | | **TOTAL** | **5** | **53** | |
| **E. INSPECTION REPORT REVIEW:**   1. No inspection reports were submitted to the committee for review 2. General safety inspections by committee members was briefly discussed and will be re-visited at next month’s meeting |
| **F. RECOMMENDATIONS:**   1. No new recommendations |
| **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 | 27 days  3/13/14 – 4/8/14 | 310 days  5/5/13 – 3/11/14 | 234 days  3/2/12 – 10/22/12 | | No employee accidents/incidents | 8 days  4/1/14 – 4/8/14 | 18 days  3/13/14 – 3/30/14 | 97 days  5/21/13 – 8/25/13 |   **Goal #2:** (amended 2-12-14) **80% completion** of the following priority on-line safety training modules:   * Sexual Harassment for Higher Education – target date 6/30/14 *\*current completion rate 74%*      * GHS Hazard Communication – target date 12/17/14 *\*current completion rate 44%* * Slip, Trip and Fall training – target date 12/17/14 *\*current completion rate 40%*   *\*as of Apr. 8, 2014* |
| **H. ADJOURNMENT:** The meeting ended at ­­­­4:10 PM. **NEXT MEETING DATE: May 14, 2014** |

Meeting minutes respectfully submitted by: Kathleen Hayes, Committee Chairperson