



# Safety Committee

## Meeting Minutes 12/11/2014

**SAFETY COMMITTEE – MEMBER ATTENDANCE: P = PRESENT    A = ABSENT**

<b>Krystal DiBlasi</b> Chair – Safety + Risk Mgmt.	<b>P</b>	<b>Claudia Connelly</b> DRC/HR + College Senate (R2)	<b>P</b>	<b>Alan Braun</b> ITS (R2)	<b>A</b>	<b>Barbara Jessie</b> Student Affairs (R3)	<b>A</b>
<b>Chris Swilley</b> Academic Centers (R3)	<b>P</b>	<b>Jeff Kruger</b> Facilities Services (R3)	<b>A</b>	<b>Rich Jenkins</b> Laboratory Sciences (R3)	<b>P</b>	<b>Shawn Jacobs</b> Zoo (R3)	<b>A</b>
<b>Lisa Davis</b> Career Service (R1)	<b>P</b>	<b>Owen Reynolds</b> Fine Arts (R1)	<b>P</b>	<b>Nance Lempinen-Leedy</b> Library (R2)	<b>P</b>	<b>Hannah Gwynn</b> Student Government	<b>P</b>
<b>Kathyleen Hardage</b> CTE Program Centers (R1)	<b>A</b>	<b>Jim Thompson</b> Health Sciences (R1)	<b>P</b>	<b>Lt. Ryan Woods</b> Police Department (R2)	<b>A</b>		

**1. MEETING CALLED TO ORDER: 1:00 pm in Y-102.**

**2. ANNOUNCEMENTS:**

- a. The Library, Disabilities Resource Center, and Police Department will be conducting an Evac-U-Trac demonstration on the 3rd floor of the library in January 2015. Check Today@SF for details on the date and time.

**3. OLD BUSINESS**

**4. NEW BUSINESS**

- a. Parking Request: Library
  - i. Requesting 5 spots in Lot 5.
  - ii. Requested spots would increase security for night staff and recover previously utilized spots that were converted to handicapped and Purple Heart.

**5. ACCIDENT/INCIDENT REVIEW:**

Type of Accident/Incident	YTD / 2014 1-1-14 thru 12-5-14	Employee <sup>1</sup>		Student <sup>3</sup>	Visitor <sup>4</sup>
		Incident	WC <sup>2</sup>		
Contusion/Bump/Bruise	15	4	0	11	0
Cut/Laceration/Puncture Wound	23	5	5	13	0
Burn/Sting/Bite	6	3	0	3	0
Lost Consciousness/Fainted/Seizure	22	1	0	20	1
Muscle Sprain/Strain	23	2	7	11	3
Ergonomics Related	0	0	0	0	0
Fracture or Broken Bone(s)	2	0	1	0	1
Needlestick/BBP Exposure/OPIM	8	1	1	6	0
Slip, Trip, Fall	41	7	12	12	10
Other Medical/Health Incident	11	2	0	5	4
Foreign object in eye	2	1	1	0	0
Auto damage – no injury	10	6	0	0	4
Chest Pain	7	1	0	6	0
Heat-Related/Over Exertion/Dehydration	8	0	0	3	5
Property Damage	11	5	0	1	4
Chemical Exposure	6	0	5	1	0
Allied Health Incident	7	0	0	7	0
Miscellaneous Incident	7	1	0	4	2
<b>TOTAL</b>	<b>209</b>	<b>39</b>	<b>32</b>	<b>103</b>	<b>34</b>

Location of Accident/Incident	YTD / 2014 1-1-14 thru 12-5-14	WC
Andrews Center	0	0
Blount Center	4	0
Davis Center	0	0
Kirkpatrick Center – IPS	28	1
NW Campus	127	30
Perry Center	2	0
Watson Center	2	0
Other Location – Off Site	14	1
<b>TOTAL</b>	<b>177</b>	<b>32</b>

MONTH	TOTAL INCIDENTS	WC
JAN	14	6
FEB	19	1
MAR	15	2
APR	23	3
MAY	11	5
JUNE	22	2
JULY	13	0
AUG	13	4
SEPT	16	4
OCT	19	3
NOV	11	1
DEC	1	1
<b>TOTAL</b>	<b>177</b>	<b>32</b>

TRANSPORTED VIA EMS	TOTAL A/I
29	209

<sup>1</sup>Temp Force A/I numbers are listed with employee totals (incident ONLY).

<sup>2</sup>WC includes registered volunteers as they are covered on our policy.

<sup>3</sup>Student numbers include enrolled students, CFK, and Stem Camp.

<sup>4</sup>Visitor numbers include any individuals not employed by the College and non-students.

**6. INSPECTION REPORT REVIEW:** No inspections have been conducted since our last meeting.

**7. RECOMMENDATIONS:**

- a. A recommendation for final approval pertaining to the library's request for additional reserved spots will move forward to the VP for Administrative Affairs via the Committee Chair.
- b. The final decision will be shared at the January 2015 meeting.

**8. COMMITTEE GOALS/PLANNING:**

- a. Emergency Procedures
  - i. The second draft of the classroom flyer was viewed. Minor edits were asked for, to include: banner color changes and the generation of a sheet with specific instructions for our centers.
  - ii. A third version will be available at the January 2015 meeting.
- b. Safety Manual
  - i. Committee discussed best practices at four other state and community colleges.
  - ii. It was determined an online format would be preferable to producing a lengthy manual in print. Topics could be presented singularly on the website so our audience could piece together what they need (or what applies to them).
  - iii. Ideas to follow-up: training flowchart directive, OSHA/RTK/Hazards, Accident Incident training, employee injuries, disruptive individuals, major events/hurricanes – info exchange, job hazard analysis (JHA), fire extinguisher training, AED signage and training.
- c. Building Checklist
  - i. SREF Checklist was consulted with current example from another school.
  - ii. A first SF draft will be completed by the January 2015 meeting for review.

**9. ADJOURNMENT: 2:07 pm.**

**The next Safety Committee meeting is scheduled for Thursday, January 15, 2015.** Meeting minutes are taken by Krystal DiBlasi, Chairperson, for distribution to the Committee for approval no later than five days from the meeting date. At time of approval they will be posted on the Safety and Risk Management website and submitted to the Vice President for Administrative Affairs.