



Safety Committee

Meeting Minutes: 10/16/2014

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

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

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

2. ANNOUNCEMENTS:

- a. New AEDs on NW Campus
 - i. Two AEDs were purchased for SFCPD use.
 - ii. They have been placed into patrol vehicles.
- b. New Training Protocol for Golf Carts
 - i. System now integrates an online training component followed by hands-on driver training.
 - ii. Please see Safety and Risk Management site for more details.
- c. Safety and Risk Management has subscribed to JJ Keller Online
 - i. Includes Safety Data Sheet (SDS) management system
 - ii. Training Resources
 - iii. Compliance Resources

3. OLD BUSINESS

- a. AED Inspection Follow Up:
 - i. Center Inspections

Location	Assigned Person
Andrews Center	Chris Swilley
Blount Center	SFCPD Officer
Davis Center	Shellie Banfield
Kirkpatrick Center	Night Clerk; EMS unit – Louis Malory
NW Campus	Krystal DiBlasi
Perry Center	Rich Jenkins
Watson Center	Matt Mathews

- ii. Signage for the gym AED and Cabinet Alarm activation are in progress.
 - iii. Relocation of the R-Annex AED is in-progress.
 - b. AED Training Opportunity
 - i. Mike Flanagan from IPS has volunteered to do trainings.

- ii. Course would be basic lay-responder CPR + AED
- iii. Cost would be \$3-5 per person (awaiting confirmation of this amount)
- iv. Duration: maximum of 4 hours
- v. Student to instructor ratio must be 6:1
- vi. Training will be hosted at participating center or campus

4. NEW BUSINESS

- a. Parking Request Policy
 - i. A policy has been written that outlines the process for the submission of a request, the parameters of discussion within the Committee, number of votes needed for approval to recommend, and a description of the final approval process. A form has been generated to expedite request discussion.
 - ii. No members requested edits to the policy and it was accepted.
 - iii. The policy and form will be posted to the Safety and Risk Management website.
- b. Parking Requests:
 - i. Reserved Spots – Library (Nance Lempinen-Leedy via Scott Tarbox)
 - 1. The library requests 2 reserved spots as designated library staff parking. These spots are on the north side of the library adjacent to the building. Currently there are 6 reserved spots in this location: 1 Purple Heart + 5 reserved. They request that 2 of the 5 reserved spots be designated LIBRARY STAFF ONLY. The remaining 3 reserved spots would be unchanged.
 - 2. Points to consider:
 - a. Library is open 7 days a week for a total of 84 hours.
 - b. Staff arrive at various times throughout the day to cover open hours.
 - c. Staff who arrive late morning, in the afternoon or those who need to leave for off-site meetings, cannot find a spot nearby the building and often have to park as far away as O-building.
 - d. The building is staffed until 10pm 4 nights a week and it is not safe for staff to walk to cars parked at the far reaches of campus after dark.
 - e. Dedicated spots adjacent to the library are a necessity for the safety and security of library night staff.
 - 3. Committee Vote: Committee is in favor of a parking solution for night staff at the library. A recommendation will be presented to VP Gibson for final approval.
 - ii. Reserved Spots – Teaching Zoo (Shawn Jacobs)
 - 1. The zoo requests 6 additional reserved spots along the east strip of lot 10.
 - 2. Points to Consider:
 - a. The zoo currently employs 12 and will be hiring 3 additional positions. The current reserved spots in this area are shared with Little School faculty and staff.
 - b. Non-reserved spots in the area are not only utilized by students and College visitors but the 50,000+ annual zoo visitors.

- c. Staff generally use their own vehicles to make supply runs, educational outreach, or animal transport. Parking upon their return is difficult.
 - 3. Committee Vote: Committee is in favor of adding 6 reserved spots to lot 10 in the area by the zoo entrance. This still leaves roughly 160 non-reserved spots in the lot.
- c. Service Animals on Campus
 - i. Claudia Connelly and Lt. Ryan Woods discussed service animals on campus (Service Animal Guidelines handout is located at the end of these minutes).
 - ii. Individuals are not required to register their service animal with the DRC but generally the individual may need the services of that office so we are aware there are a few service animals on campus.
 - iii. When it is not obvious what service an animal is providing, you can only ask two questions: (1) is the service animal required because of a disability, and (2) what work or task has the dog been trained to perform.
 - iv. At this time, state law only recognizes dogs and miniature horses as service animals. They must remain “under control” at all times.
 - v. If you see a dog on campus that could pose a threat or safety issue, notify the Santa Fe College Police Department. Possible signs a dog is not under control: they are not on a leash, they are not listening to commands, or they are exhibiting threatening behavior.

5. ACCIDENT/INCIDENT REVIEW:

Type of Accident/Incident	YTD / 2014 1-1-14 thru 10-10-14	Employee ¹		Student ³	Visitor ⁴
		Incident	WC ²		
Contusion/Bump/Bruise	11	3	0	8	0
Cut/Laceration/Puncture Wound	20	6	2	12	0
Burn/Sting/Bite	6	3	0	3	0
Lost Consciousness/Fainted/Seizure	19	2	0	16	1
Muscle Sprain/Strain	19	1	5	11	2
Ergonomics Related	1	0	1	0	0
Fracture or Broken Bone(s)	2	0	1	0	1
Needlestick/BBP Exposure/OPIM	9	1	1	7	0
Slip, Trip, Fall	32	10	10	10	2
Other Medical/Health Incident	8	1	0	5	2
Foreign object in eye	2	0	2	0	0
Auto damage – no injury	11	8	0	1	2
Chest Pain	6	1	0	5	0
Heat-Related/Over Exertion/Dehydration	6	0	0	2	4
Property Damage	8	4	0	1	3
Chemical Exposure	7	0	5	1	0
Allied Health Incident	4	0	0	4	0
Miscellaneous Incident	4	1	0	3	1
TOTAL	175	41	27	89	18

Location of Accident/Incident	YTD / 2014 1-1-14 thru 10-10-14	WC
Andrews Center	0	0
Blount Center	4	0
Davis Center	0	0
Kirkpatrick Center – IPS	26	1
NW Campus	132	26
Perry Center	2	0
Watson Center	1	0
Other Location – Off Site	10	1
TOTAL	175	28

MONTH	TOTAL INCIDENTS
JAN	20
FEB	20
MAR	17
APR	26
MAY	16
JUNE	24
JULY	13
AUG	17
SEPT	20
OCT	2
NOV	
DEC	
TOTAL	175

TRANSPORTED VIA EMS	TOTAL A/I
	175

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

²WC includes registered volunteers as they are covered on our policy.

³Student numbers include enrolled students, CFK, and Stem Camp.

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

6. INSPECTION REPORT REVIEW: No vendor or agency inspections since last meeting.

7. RECOMMENDATIONS:

- a. Parking:
 - i. Library: 2 of the 5 existing reserved spots on the north side of the library should be augmented to increase safety for evening staff.
 - ii. Zoo: 6 reserved spots should be added to the east strip of lot 10 near the zoo entrance.

8. COMMITTEE GOALS/PLANNING:

- a. Emergency Procedures
 - i. Emergency Procedures Classroom Guide is temporarily on hold. I will work with Communications & Creative Services to determine a timeline for completion.
 - ii. Lt. Ryan Woods was asked if something exists to aid employees with interacting with or reporting to dispatch. He suggested something could easily be generated.
 - iii. Committee was in favor of generating a Standardized Emergency Procedures Quick Card for office areas. It is something that would be placed near office phones and perhaps posted by publically accessible campus phones.
- b. Safety Manual
 - i. It is being revised from the version currently online.
 - ii. Each committee member was assigned two state colleges to investigate. What are they doing with their safety manual and program? Is it employee only? Part of their student handbook? Do they have a general safety manual available?
 - iii. Findings will be presented at the next meeting.
- c. Building Checks
 - i. A list of the most common SREF (State Requirements for Educational Facilities) findings were distributed to look at in conjunction with the checklist example from September's meeting.
 - ii. Feedback was solicited for the next meeting.

9. ADJOURNMENT: 2:05 pm.

The next Safety Committee meeting is scheduled for Thursday, November 13th at 1:00pm in Y-102. 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.



Service Animal Guidelines

Service animals shall not be excluded from Santa Fe facilities where students or members of the public are generally permitted. The ADA defines a service animal as "...dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who experiences seizures, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Students and members of the public have a duty to comply with any local or state ordinances. Anyone using a service animal at Santa Fe remains responsible at all times for that animal.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff may not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

If you have questions, contact:

Claudia Connelly, Coordinator, Disabilities Resource Center, (352) 395-5765, claudia.connelly@sfcollege.edu
Lela Frye, Equal Access/Equal Opportunity Coordinator, (352) 395-5420, lela.frye@sfcollege.edu

Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status in all its programs, activities and employment. Inquiries regarding non-discrimination policies should be directed to: Lela Frye, Equal Access/Equal Opportunity Coordinator 3000 NW 83rd Street, R-Annex, Room 105, Gainesville, Florida 32606 (352) 395-5420 lela.frye@sfcollege.edu

Differences between service dogs, therapy dogs, and emotional support animals

Characteristics	Service Dog	Therapy Dog	Emotional Support Animal
Handlers' rights to be accompanied by these dogs in establishments open to the public are protected by the Americans with Disabilities Act.	X		
Dogs must be temperamentally sound to tolerate a wide variety of experiences, environments and people.	X	X	
These dogs may live with their disabled owners in housing with a "no-pets" policy in place.	X		X
Dogs visit hospitals, schools, hospices and other institutions to aid in psychological or physical therapy.		X	
Handlers encourage these dogs to accept petting and socialize with other people while they're on-duty.		X	
Dogs are individually trained to perform tasks or do work to mitigate their handlers' disabilities.	X		
Petting, talking to or otherwise distracting these dogs can interfere with their job and pose a serious danger to the dog and handler.	X		
Dogs' primary functions are to provide emotional support, through companionship, to their disabled owners.			X
Subject to state laws regarding dog licensing and vaccination.	X	X	X
These dogs enjoy plenty of off-duty time, during which they rest, take part in fun activities and get to act like a regular, pet dog.	X	X	X

Most Common Fire Safety Deficiencies

1. Expired fire extinguisher tags. These are valid for 1 year from the date punched.
2. Power strips plugged into one another (daisy chaining). These are to be plugged directly in the wall outlet.
3. Verify that the fire alarm and sprinkler inspections are current.
4. Exits and access to the exits are to be free from obstructions, i.e., furniture, boxes, storage, etc.
5. Storage is to be maintained 18" below the sprinklers except storage against the wall if the sprinkler is not located directly over the shelves. This distance increases to 2' if the room is not sprinklered.
6. Inoperative exit and emergency lights.
7. Unsealed penetrations in fire rated walls.
8. Unsealed thru-floor penetrations.
9. Missing ceiling tiles in sprinklered buildings or rooms with detection devices.
10. Boiler inspections to be current.
11. Open electrical junction boxes.
12. Open spaces in electrical panels.
13. Combustible storage not permitted in boiler, electrical or mechanical rooms.
14. No storage is permitted in stair enclosures.
15. No manual hold open devices are permitted on fire rated or smoke doors, i.e., wedges or kick stops.
16. Missing outlet or switch covers.
17. Excessive storage of combustible material in areas surrounding the stage.
18. Improper use of extension cords (not to be used as permanent wiring).
19. The Fire Alarm Control Panel is in "Trouble" condition.
20. Fire extinguishers to be mounted.