



Safety Committee

08/09/2017 Meeting Minutes

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

Marian Nesbitt Chair – Safety + Risk Mgmt.	P	Kathleen Hardage CTE Program Centers (R1)	A	Christina Edwards Health Sciences (R1)	P	Lt. Ryan Woods Police Department (R2)	P
Chris Swilley Academic Centers (R3)	A	Kimberley Smith DRC/HR + College Senate (R2)	P	John Fitchue ITS (R2)	A	Kim Fugate-Roberts Student Affairs (R3)	P
Seth Florio Career Service (R1)	A	Gary Cothren Facilities Services (R3)	A	Rich Jenkins Laboratory Sciences (R3)	P	Jason Montgomery Zoo (R3)	P
Art Grant College Senate (R1)	P	Owen Reynolds Fine Arts (R1)	A	Ryan Mackey Construction/Technical Programs (R2)	P	Jacobi Bedenfield Student Government	P
Kane Ahern Guest Student		VACANT Library		Katie Murphy Guest CTE Program Centers	P	Philip Papendick Student Government	A

1. MEETING CALLED TO ORDER: 2:45 pm in the Cabinet Room

2. Roll Call: see above

3. Approval of last minutes: June 2, 2017 meeting minutes were approved.

4. Welcome/Introductions

5. UNFINISHED BUSINESS:

- a. Building Inspections/Assignments/Work Orders
 - i. Building inspections and new assignments were discussed. The Chair stated that one of the committee’s most important functions is building inspections and mentioned only five inspections had been submitted by the due date. If you are unable to perform the inspections, contact the Chair.
 - ii. It was determined that each member should also submit their own work orders. Members can contact the Chair if they have difficulty getting the issue resolved.
 - iii. No one should enter construction zones for the purpose of inspecting buildings.
 - iv. It was stated that the AED located in Automotive is inaccessible after 2:00 p.m. The Chair will determine if a new location, possibly outside, is feasible.
- b. Cooking/Grilling Policy second draft review
 - i. The second draft of the policy was reviewed and discussed, which was vastly changed from the first draft, and includes input from David Shlafer regarding sales policy for designee.
 - ii. For the policy, the Florida Cottage Food Law was used as a model for college bake sales, which allows a person to prepare certain items in their home and sell at a Farmer’s Market, etc. if the items are not potentially hazardous foods. Guidelines regarding potentially hazardous foods and allowable foods are outlined in Appendix 1.

- iii. Authorized Competent Person (ACP) is defined in the policy along with application procedures. The application and information will be posted to the website. The Chair would like the ACP to demonstrate proper use of a fire extinguisher as part of the requirements, and plans via a grant to obtain an apparatus for use. The Chair will consider possibly changing or deleting the term “Authorized”.
- iv. The Chair will need to define how the ACP policy affects special agency and IPS bar rental events at IPS.
- v. It was determined that the first policy violation would result in a written warning, the second violation would result in 6 months loss of privileges, and the third violation would be for 2 years. Policy needs to clarify if violations are against ACP or the organization/group.
- vi. Mandatory Food Safety Practices were added to the policy. It was agreed that “hair covering” does not need to be added to the policy.
- vii. Pizza exclusivity was discussed, and it was stated that only Domino’s pizza could be ***sold*** on campus. Any exclusivity questions should be directed to David Shlafer, Purchasing Director.
- viii. Appendix 1 defines potentially hazardous food according to the State of Florida Cottage Food Law. The appendix is strictly foods students can and cannot make at their residence. At the members’ suggestion, the Chair will replace the word “produce” for a more transparent term.

6. NEW BUSINESS:

- a. New committee members: Christina Edwards from Health Sciences, John Fitchue from ITS, Kim Fugate-Roberts from Student Affairs, and Philip Papendick from Student Government
- b. Safety web page: Lab Safety Modules, Welding Safety Checklist (Welding Lab, Fine Arts Hall, and O Building), and Return to Work Guide now available
 - i. The ergonomics section of the website was updated, and an ergonomics program is currently being developed for posting.
 - ii. A NFPA fire extinguisher training video, Evacu trac chair video, ladder safety modules, and a Dow Safety Module were posted to the website. An email was sent to department chairs requesting every lab manager and lab assistant complete the 37 Dow safety modules unless they can submit documentation that they have safety training.
 - iii. New forms added to the Safety Form webpage include welding safety checklist and the Return-to-Work Program guide, which explains workers compensation at Santa Fe.
- c. Update to Emergency Procedures on safety web page; Emergency Procedures Safety Brief for TempForce and college staff; Safe Santa Fe phone app updated
 - i. New documents and information posted to the safety website include first aid, chemical spills, and changes to the emergency procedures which resulted in an update to the Safe Santa Fe phone app.
 - ii. The acronym S.A.V.E. was changed to R.A.C.E., which is the more common acronym: R.A.C.E. to Safety.

- iii. The Individuals with Disabilities section was added to the Fire Safety page, which explains the procedures for evacuation of individuals with disabilities and links to a training video for the Evacu trac chair. The college's Evacu trac chairs are located in S building, the library, and the second floor of the Andrews Center in Starke. SFPD officers are trained in use of the chairs.
- iv. Emergency procedure safety briefs for both Santa Fe staff, and TempForce staff were posted. TempForce and part-time staff do not receive orientation or training at Santa Fe, but they will receive and sign the emergency procedures safety brief. Human Resources will have all current and future TempForce staff sign the brief as well.

7. ADJOURNMENT: 3:58 pm

The next Safety Committee meeting is scheduled for Friday, October 20th at 2:45 pm in S-141. Meeting minutes are taken by Amy Nichols, Executive Assistant for Administrative Affairs, 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.