



# Safety Committee Meeting Minutes

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

<b>Marian Nesbitt</b> Chair – Safety + Risk Mgmt.	<b>P</b>	<b>Kathyleen Hardage</b> CTE Program Centers (R1)	<b>P</b>	<b>Jim Thompson</b> Health Sciences (R1)	<b>A</b>	<b>Lt. Ryan Woods</b> Police Department (R2)	<b>P</b>
<b>Chris Swilley</b> Academic Centers (R3)	<b>P</b>	<b>Kimberley Smith</b> DRC/HR + College Senate (R2)	<b>P</b>	<b>Thaddeus Suggs</b> ITS (R2)	<b>A</b>	<b>Steve Vutsinas</b> Student Affairs (R3)	<b>P</b>
<b>Seth Florio</b> Career Service (R1)	<b>P</b>	<b>Gary Cothren</b> Facilities Services (R3)	<b>A</b>	<b>Rich Jenkins</b> Laboratory Sciences (R3)	<b>A</b>	<b>Jason Montgomery</b> Zoo (R3)	<b>A</b>
<b>Art Grant</b> College Senate (R1)	<b>P</b>	<b>Owen Reynolds</b> Fine Arts (R1)	<b>P</b>	<b>Ryan Mackey</b> Construction/Technical Programs (R2)	<b>A</b>	<b>Jacobi Bedenfield</b> Student Government	<b>A</b>
		<b>VACANT</b> Library		<b>Barry Edwards</b> English Dept.	<b>P</b>	<b>Cale McCall</b> Student Government	<b>A</b>

1. Meeting called to order: 10:05 AM on February 6, 2017.
2. Roll Call: see above
3. Approval of last minutes: approved with no corrections
4. Welcome/Introductions
5. Review of the purpose of the safety committee (charges): Marian read the committee responsibilities and the committee members felt like that they are meeting those responsibilities. Different members gave examples of what they have done in the past while on the committee.
6. Old Business
  - a. Marian said that the Ergonomics Policy draft the committee worked on is obsolete and will need to be revised; Marian said that Jasmine Gibbs will review each case to determine if it is an ADA accommodation, and if it is, the HR ADA budget would pay for the accommodation. If the accommodation is not an ADA accommodation, the Safety Department would handle the ergonomics evaluation but the employee’s department would pay for any needed equipment.
  - b. Marian informed all committee members that the Safety Manual has been removed from the safety page because it is outdated.
7. New Business
  - a. Marian asked for a volunteer to serve as secretary but no one volunteered.
  - b. Marian informed the committee that parking change requests will no longer be discussed in committee meetings. She explained that people can submit requests to the

Safety Department or Police Department, and the request will be decided by the Police Department, Safety Department, and Facilities.

- c. Marian told the committee that she would like to invite speakers to some of the meetings to provide training for the committee. Members liked the idea.
- d. Marian informed the committee that the safety page is being updated. She explained that it will be expanded to include more information.
- e. Marian explained the new authorization to drive requirements including the updated request form and the required distracted driving course. Ryan Woods told the committee members about the course and how it is short but makes you think. He told them that the police officers took the course. Owen Reynolds asked if the people who have already been approved will have to take the course- Marian said no.
- f. Marian explained that the Frontline training provided by the SFPD, Safety Department, and Counseling Center is being updated and it would be available sometime in the spring. Marian told the committee that she wants the Safety Department's segment to focus on everyone collaborating to make Santa Fe safer, so she is using the motto, "We are all Risk Managers."
- g. Marian told the committee that 6 AEDs were replaced and new signage will be added. Chris Swilley said that the committee had talked about AED training but training never happened. Marian said that she is going to become a trainer to provide more training to Santa Fe employees. Ryan Woods said that there are four police officers who are trainers. Kathyleen Hardage said that the IPS teaches the train the trainer course. Marian said that she will contact the IPS about taking the course at the IPS.
- h. Marian told the committee about JJ Keller and her efforts to get all departments to use the system for safety plan templates and SDS management. Marian said that standardization across campus is important. Kathyleen Hardage said that she would like the login information. Marian explained the importance of all departments writing JSAs. Art Grant said that he is going to incorporate the process into the fall curriculum for the students to make it a component of their OSHA training. Marian told the committee that she is working on a safety inspection program for the labs, and she mentioned the Audit Pro software demonstration.
- i. Marian read the A/I reporting changes from the safety web page. She explained that the matter was discussed with Chief Ed Book, and they decided to implement the change. If the police department becomes overwhelmed with calls, then the change would need to be revisited.
- j. Marian mentioned that the school had 30 incidents/injuries in January. She mentioned that she started to map problems with the sidewalks because of the sidewalk problems and number of falls.
- k. Sidewalk mapping was mentioned by Marian.
- l. Marian told the committee that the building assignments and due dates were on the back of the meeting agenda. She mentioned the inspection checklist on the safety web page.
- m. Marian told the committee that they would be writing a cooking/grilling policy concerning students. Ryan Woods said that Santa Fe needs a policy. The committee members were given a handout with fire codes, DBPR license information, and a sample policy from Emory University. Marian asked the members to write a draft policy for the next meeting.
- n. Meeting was adjourned at 11:15 AM.