



Safety Committee

06/02/2017 Meeting Minutes

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

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

1. MEETING CALLED TO ORDER: 9:02 am in S-141

2. Roll Call: see above

3. Approval of last minutes: March 16, 2017 meeting minutes were approved.

4. UNFINISHED BUSINESS:

- a. Building Inspections (test elevator phones)
 - i. The chair stated it's important to test the elevator phones during building inspections, as recently some have been discovered to be in need of repair.
 - ii. It was also agreed that the elevator alarms should be tested to ensure they are operating properly.
- b. Workers' Compensation Guidelines Finished
 - i. The workers' compensation guidelines have been completed and are being reviewed by Human Resources.
 - ii. The chair will inform the committee once the guidelines are posted to the Safety and Risk Management website.
 - iii. New workers' compensation posters were distributed to the committee to replace out dated posters.
- c. Finish reviewing injuries/top ten WC losses by injury type
 - i. The number 1 injury type incurred was slip, trip, fall when entering or exiting buildings, accounting for 23.7% of claims.
 - ii. It was recommended during building inspections to analyze doorways, floor mats, and stairways, etc. when entering and exiting buildings, noting any hazards on the inspection form.
- d. Cooking/Grilling Policy
 - i. The committee reviewed and discussed the draft Policy and Guidelines for Serving Food on Campus.

- ii. The chair stated it's mandatory that the college comply with current fire code requirements when cooking on campus.
- iii. The committee recommended striking the two words "recreational fires" from the policy's fire code requirements to eliminate confusion
- iv. The committee discussed adding basic safety guidelines regarding grill maintenance, propane grill line testing, and proper coal disposal.
- v. The committee suggested modifying the following food safety practice to read: Whenever food is served, hand sanitizer *or a wash station* must be provided for participants and servers.
- vi. The committee would like clarification regarding conflicts with the college's contract with Pepsi.
- vii. For bake sales, students would be subject to food sourcing guidelines and items would have to be individually wrapped.
- viii. The chair will compile the committee's comments along with input from other departments and redraft the policy for review at the next meeting.

5. NEW BUSINESS:

- a. Steven Vutsinas and Thaddeus Suggs are no longer on committee
- b. New building inspection assignments
 - i. New building inspections were assigned due to vacancies on the committee.
 - ii. The chair offered to input work orders to the system if needed.

6. ADJOURNMENT: 10:05 am

The next Safety Committee meeting is scheduled for Wednesday, August 9th 2:45 pm in the Cabinet Room. 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.