



# 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>Cpt. 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>P</b>	<b>Steve Vutsinas</b> Student Affairs (R3)	<b>P</b>
<b>Seth Florio</b> Career Service (R1)	<b>A</b>	<b>Gary Cothren</b> Facilities Services (R3)	<b>A</b>	<b>Rich Jenkins</b> Laboratory Sciences (R3)	<b>P</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>A</b>	<b>Ryan Mackey</b> Construction/Technical Programs (R2)	<b>P</b>	<b>Jacobi Bedenfield</b> Student Government	<b>P</b>
		<b>VACANT</b> Library		<b>VACANT</b> English Dept.		<b>Cale McCall</b> Student Government	<b>P</b>

**1. MEETING CALLED TO ORDER: 2:35 PM on March 16, 2017**

**2. Roll Call: see above**

**3. Approval of last minutes: approved with no corrections**

**4. Welcome/Introductions**

**5. Unfinished Business**

- a. **Safety Website:** Marian stated the website is currently under construction, with plans for expansion. Forms posted to the website are also being revised and updated.
- b. **Building Inspections:** Marian mentioned the inspection checklist is a fillable form and requested it be completed online and submitted via email to [marian.nesbitt@sfcollge.edu](mailto:marian.nesbitt@sfcollge.edu). The following inspection procedures were reviewed and clarified as follows:
  - i. **Electrical Cords and Outlets:** Ensure electrical outlets or covers are not damaged, and electrical cords do not have exposed wiring. Ensure plugs are in good condition with proper grounding, and no signs of melting. Three-prong electrical plugs are a violation if the grounding prong is not in place. Power strips should not be daisy chained, used near water (aquariums, refrigerators, etc.), or for anything with a heating element (kitchen appliances, etc.). An email of prohibited appliances was emailed to everyone, and is posted on the safety website. Members discovering prohibited appliances in use on campus should notify Marian to resolve and list it on the inspection checklist. Electrical panels should be easily accessible and require a 36" clearance, which is the legal requirement. When members notice storage in mechanical, electrical, or equipment rooms, they should make note on the checklist for buildings they are inspecting.
  - ii. **Fire:** Visually inspect exit signs, but if easily accessible, use the test button located on the sign. Must have complete, unobstructed clearance for fire alarm pull stations, and

extinguishers. Fire doors should not be propped open with wedges. An 18" clearance must be maintained below sprinkler heads except directly along the wall. Elevator emergency phones are inspected by the Police Department.

- iii. **Misc. Life Safety:** ensure Safety Data Sheets are current. All containers must be labeled with tradenames; formulas only are not acceptable. Wash stations should be easily accessible, and weekly inspections logged. First aid kits should be supplied to fit the program or department's need, i.e. if using mercury, then a mercury spill kit is needed. Make note of any expired items contained in the kit. Ensure water fountain arc is at least 4", and make note of any excessive dirt or mineral buildup on the fountain. Notify Marian of any areas that need the current Emergency Procedures Guide.

When inspecting Auxiliary service areas, identify yourself and purpose of inspecting the general common areas. If vendor allows, you may also inspect the kitchen areas. Make note of any issues or resistance to your inspection. Make note of areas that you could not inspect.

- c. **Cooking/Grilling Policy:** The safety committee has been charged with writing a policy focusing on students serving students, students grilling, and staff serving students. Ideally, Marian would like members to create policy drafts from which she will compile the best ideas into a final draft for review. Issues discussed included a need for DBPR license clarification for selling or serving food, list of allowable foods for safe handling and grilling, and student bake sales. Marian will compose a more detailed and thorough explanation of DBPR requirements. She also stated that fire code compliance would be an integral part of the policy.

## 6. New Business

- a. Barry Edwards resigned from the safety committee and therefore was unable to complete his building inspections.
- b. Marian is developing new Workers' Compensation guidelines that will include an informational packet that explains the process, as well as, a Workers Compensation Notification form, which will increase communication and procedure awareness. Also reviewed were the safety website guidelines on reporting emergency or non-emergency accidents and injuries. New safety videos and modules are continually being added to the website.
- c. Marian presented a list of injuries for January and February, discussed accident prevention, and requested members to submit a work order for any safety hazards they notice on campus.

## 7. Issues/Announcements/Open Discussion

Marian requested the building inspection checklists be completed and submitted to her by March 31<sup>st</sup>. Rich Jenkins volunteered to inspect Building-W, and Cpt. Ryan Woods offered to inspect Building-M.

## 8. Adjournment

The meeting was adjourned at 3:33 PM.