

Safety Committee Minutes

August 19, 2015

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

Dawn Barth – Emergency and Risk Management Coordinator

John Baumann, M.D. – Interim Health Clinic Director

Sharon Daniel – Human Resources Manager

Barbara Dumbleton- Chair. Classified Representative

Jennifer Hayward – Facilities Management and Planning

Kevin Lewis – Chemical Hygiene Officer

Marleena Pearson – Health Professions Division

Marie Sagaberd – Classified Representative

Jace Smith – Director of Public Safety

Todd Smith – Facilities Management and Planning Director

1. Approval of Minutes

July minutes approved.

2 Announcements

- HR is looking at better ways to track and analyze accident and incident reports.
- Public Safety is coordinating a drug take back day on 9-26 from 10am to 2 pm
- FMP now has a department safety team. They have made great progress in updates in safety equipment and planning.
- Todd Smith reported that the Fire Marshall will be conducting monthly inspections beginning in October. We will give prior notice so people know it is coming.
- Jace Smith reported that he Goshen Fire Chief has authorized two way radio access between Public Safety and Fire. This will increase access and response times.
- Dr. Baumann would like to pursue changes in protocol for transporting patients from health clinic.
- Specialized Support Services has requested fire extinguisher training. Ben Bower and CERT team will conduct.

3. Action Items

WHAT	WHO	BY WHEN	STATUS
Place emergency informational cards in classrooms.	Todd Smith	?	Pearson will send out document
Revisit Hazard Communication plan	Jennifer and Todd		Will meet and develop a tentative plan

Contact Joe McCully regarding student who hurt elbow at worksite. Ask him to redo accident form or have Patrick do it. Need to review safety in motion training that students get and make sure student understands them. Review job site procedures.	Sharon	June 2015	
Ask Barbara Susman to train people that a non-employee accident report needs to be filled out when a senior companion is hurt.	Elaine	June	

4. Issues and Concerns

- Hayward reported a faulty hand dryer incident on campus.
- A hot coil came out of dryer.
- Vendor came to campus and said it was likely due to lint buildup.
- Heat element can be removed and it is likely to improve efficiency.
- FMP will be conducting preventative maintenance to prevent future issues.

5. ACCIDENT/INCIDENT REPORTS

- attached

NEXT MEETING

Wednesday, September 17 19, Building 16, Room 211, 1:00 – 3:00 pm.

AUGUST 2015 MONTHLY ACCIDENT REPORT SUMMARY

Safety Log #	Date	Department Name	Department Org	OSHA Log	Accident/Incident	Location	Injury	Countermeasures	Follow up	Completed?
FY15-44	5/14/2015 SSS		285001	2015-7	walking up steps and felt sharp pain in right knee	Stair steps between 10 & 12	right knee strain	None	done	
FY15-50	5/27/2015 Custodial Service		220100		Cleaning men's restroom; pulled toilet paper roll from dispenser, hit right hand pinkie	Upper Building 11	sore; no cuts, bruising, strain or break	Employee was in hurry; will evaluate dispenser	checked in with Heath; cannot change dispensers	
FY15-51	5/1/2015 Custodial Service		220100		employee walking and suddenly fell	Upper Building 5	rug burn, skin pulled from right hand finger	evaluate shoes, evaluate carpeting transition	checked in with Heath	
FY15-53	6/10/2015 FMP-Painting		220400	2015-12	Pulled hose of power washer	KLCC-exterior	hematoma	use appropriate equipment; slow down; was in a hurry to complete due to permit timeline	WC	
FY16-1	7/7/2015 FMP		220010		picked up board dismantling patio	patio between bldg 2 & 4	punctured finger with rusty nail	Assure we have proper sized gloves	Jennifer Hayward	done
FY16-2	5/13/2015 Science		691001		Noxious Smell caused by burnt CFL in a lamp	LCC16/156	Sore throat; headache; bad taste in mouth	All CFLs were removed and replaced	Mark Richardson	done
FY16-3	5/13/2015 Science		691001		Noxious Smell caused by burnt CFL in a lamp	LCC16/156	bad taste in mouth	All CFLs were removed and replaced	Mark Richardson	done
FY16-4	7/14/2015 Early Childhood Education		546100		Child ran into her from behind; fell forward landing on knees and hands	Building 26; Starfish class	skinned knees/pain in hands/arms	Review protocols in classroom; instruct children that running isn't allowed	Sue Norton	done
FY16-5	7/22/2015 SSS		2185001	2015-13	EE was retrieving the recycling bin behind a wooden sign; as she turned around, she walked into the sign	Between buildings 3 and 5	Bloody noses, bruises are nose, eyes and cheeks	Relocate the recycling container	Recycling crew	done
FY16-6	8/6/2015 CML		451100		Washing dishes; felt sharp pain in thumb.	Building 19, Room 114 - Dish bay	strained thumb	Review protocols	Sharon	8/17/2015
FY16-7	7/30/2015 CML		451100		Moving tables; lid covering a hole was pulled off by table leg; employee stepped into it	Learning Garden	Twisted ankle; sore thigh/calif muscle	Need better visual warnings for potential trip hazards	Tim	Done