Safety & Health Committee Meeting Minutes

September 22nd, 2022

Zoom Meeting

2:15 PM – 3:00 PM

Present: Samantha Dotson, Cozette, Wendy Spengler, Stephanie Richardson, Kamber Smith, Blake Melancon, Tracy Moore, Fred Creek, Susan Locke, Tracy Moore, Tysha Tolefree, Karl Shenkel

Meeting was called to order by Fred Creek at 2:15 p.m.

The August 2022 minutes were approved.

1. Review safety and health inspection reports to help correct safety hazards
2. Employee was driving a forklift and hit a post. Incident was investigated and it was found out that the division didn’t certify this person on forklift. Facilities will be certifying this person ASAP and until then, all forklift operations will be suspended.
3. Evaluate the accident investigations from last month to determine if the cause of the unsafe situation was identified and corrected.
4. Curb was painted to avoid a tripping hazard in the future where someone fell
	1. It’s being painted and taken care of. We can put this to rest.
5. Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement if needed
	1. Funding fork lift drivers and determine how many people need to have them on campus
	2. Supervisors should be performing an Annual Safety review – identify process and when they should be completed and submitted
6. Our goal is the first two pages of the attached document. Please read before the meeting and be prepared to discuss
	1. Each department will need to keep their own safety data sheets. It’s probably online too
	2. Ensured that showing new hires the safety data sheets was on the Department New Hire Checklist
	3. First aid kits are sprinkled throughout campus in closets that are not easily accessible. We reviewed who in fact has first aid and who does not
	4. Fred will review the WAC and see where we need to have first aid kits
	5. Essential employees should have CPR training at no cost to the employee
	6. Job Hazard Analysis to determine any hazardous conditions or procedures. This requires a lot of work. Fred, Tysha, Karl plan to chat about this.
	7. Safety Committee Meetings – we’re following what is in the guidelines
	8. Safety awareness emails will start going out from Fred
7. Ran out of time, will pick up the review at the safety bulletin boards during our next meeting

Adjourn

The next meeting is scheduled for October 27nd at 2:15