

Safety and Health Committee Meeting Minutes
 Bldg. 25, Boardroom
 September 29, 2016
 2:15 PM – 3:00 PM

Present: Al Brown, Donna Ching, Laurie Choate, Carolyn Clark, Sheryl Kermoade, Sarah Kaip, David Knoblach, Stephen Rousseau, Robert Shailor, and Karl Shenkel
 Absent: Raymond Bateh, Tim Goebel, Vida Sherrard-Hannon, Samantha Soto, Vern Stehr, A.J. Stolfus, and Missy Yates

Meeting was called to order by Rob Shailor at 2:18 p.m.

A motion was made by a majority of the attendees to approve the August 2016 meeting minutes. The motion was seconded by the same group. August 2016 meeting minutes were approved.

I. Reports

A. Review of Safety and Health Inspections:

1. Reports on the Eyewash Stations in Building 35 – has been repaired and is working correctly. Eyewash stations are given a short test monthly with a longer test yearly. (Eyewash stations are located in Bldgs. 35, 16, 21, 27, and Lacey 3.)
2. Fire Protection Systems annual inspection – done.

II. Accident Investigation:

None

III. L & I Report

For the month of September 2016 there were six (6) claims totaling Two Thousand Eight Hundred Thirty-Eight Dollars and Ninety-one Cents (\$2,838.91).

A request was made to report the list of individual claims/departments with dollar amounts.

<u>FY</u> <u>2014-2015</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>	<u>FY</u> <u>2015-2016</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>
July 2015	6	\$4,485.13	July 2016	5	\$3,679.85
August 2015	4	\$4,168.23	August 2016	9	\$7,568.25
September 2015	6	\$7,289.61	September 2016	6	\$2,838.91
October 2015	10	\$4,569.05	October 2016		
November 2015	7	\$2,170.81	November 2016		
December 2015	7	\$1,915.50	December 2016		
January 2016	6	\$6,004.01	January 2017		
February 2016	7	\$3,508.87	February 2017		
March 2016	8	\$15,134.67	March 2017		
April 2016	8	\$18,805.67	April 2017		
May 2016	9	\$4,493.57	May 2017		
June 2016	9	\$5,797.15	June 2017		

IV. Health & Wellness Update

- A. Health and Wellness Update – Flu clinic was held during Fall Kick-off week. The Great American Smokeout – November.

V. Emergency Management

- A. ShoreTel phone paging: Security is working with IT to test every phone on campus. System cannot self-check. Paging is done by building.
- B. Classroom locks: Designated classroom doors not controlled by computer were upgraded to ADA manual single lever locks on the exterior doors. Some of the trim will be replaced when the parts arrive.
- C. e2campus – sign up to receive text messages on your phone. About 25% of staff and students have signed up. <https://www.e2campus.net/my/spsc/>
- D. Alert Us – sends messages to your college computer

VI. Old Business.

None.

VII. New Business:

- A. Drills – one per quarter. October is the Great American ShakeOut – earthquake drill. Practice how to drop, cover, and hold at 10:20 AM on October 20th.
- B. Report of student’s vaping in Lot 29; faculty reminded they can also ask students to refrain from vaping. Security will continue to patrol and enforce the policy around campus.

The meeting adjourned at 2:35 PM.

The next meeting is scheduled for:

October 27, 2016
2:15 PM – 3:00 PM
Building 25, Boardroom

PLEASE PUT THESE MEETING DATES ON YOUR CALENDAR:	Date	Time	Location
	November 17, 2016	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	December 29, 2016	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	January 26, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	February 23, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	March 30, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	April 27, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	May 25, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	June 29, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)