

# Community College of Philadelphia

## MEETING MINUTES

Safety Committee

5/20/15

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

### Committee Members Present:

*Charles Schaffner, Al Kristoff, Steve Johnson, Jim Spiewak, Susan Hauck, Harry Moore, William March, Cynthia Reid, Agnes Trummer, Ken Norwitz.*

### Guest Present:

*Julian Fields & Ricardo Hilaire (AlliedBarton)*

#### I. Call to Order

-The meeting was called to order at 12:05pm.

#### II. Attendance

a. Introduction of Steve Johnson- New Director of College Safety & Security Services

#### III. Minutes Approval

-Minutes approved (Charlie Schaffner)

#### IV. Discussion of Monthly Incidents

Incidents classified by type from the dates of April 15<sup>th</sup> – May 20<sup>th</sup> are as follows:

- Accident (Slip and Fall) 2 total
- Accident: (Trip and Fall) 1 total
- Accident: (Motor Vehicle Other) 1 total
- Accident: (Other) 6 total

#### V. Report of Inspections

- Hazard Inspection of Financial Aid Office.

- Question: Charlie Schaffner in Re: CBI Building floor “crowning” trip hazard. Response: Harry Moore- there is a proposal put in to cut out and re-pour the floor due to an incorrect pour and vapor barrier issues. Suggestion: Jim Spiewak- can we put extra floor mats over there to cover the crowning?

- Question- in Re anything being done to one of the stairs at Main Mint being wobbly when you step on it. Response: Harry Moore- the underneath concrete can be refilled and rebuilt.

- 3 new AED's, one will be placed at the desk of the CBI building, one at the front desk of the Bonnell building & one at the 3<sup>rd</sup> floor of the West building mounted near the escalators.

**VI. Old Business**

- *The fire captains are still being worked on, we need 75. The bags have already been ordered.*
- *New Stair Chairs are in and have already been deployed.*
- *The new Alertus boxes are up and functioning.*
- *The AED boxes are now placed in the Winnett, West 3<sup>rd</sup> Floor, CBI & Bonnell buildings.*
  - ~Question: Harry Moore- is there some plan to communicate the location of the AED stations to everybody? Suggestion: we could incorporate it into the employee handbook, we could put it on the website & we could add it to the localized emergency evacuation floor plan diagrams.*

**VII. New Business**

- No new business

**VIII. Adjournment at 12:35pm**