

**Health & Safety Committee
Meeting**

Wednesday 8/19/15

12:00 – 1:00 p.m.

L1-09

Agenda

1. Review and approval of minutes; minute taking
2. Review of Incident & Injury reports
3. Pope visit update
4. Schedule for the year
 - a. Fire Drill schedule
 - b. Meeting schedule
5. Safety inspections
 - a. Print Shop
 - b. Entrance mats
 - c. Theater
 - d. Mail room
 - e. Cleaning storage area (Mint building)
6. New business, announcements, next meeting times and tasks
 - a. Safety training for departments
 - b. Refresher course for committee member

Safety Committee 8/19/15

Randy Merced  215-751-8188

Keith Skoba CMI 732 742 6646 kskoba@compliance
place.com

Keith Bleil, Plumber

Roberta Massuch, Faculty Art Dept 8299 rmassuch@ccp.edu

Ricardo Hilaire, Security 5939

Jim Spiewak, Fin 8097

MARK PINO, MANAGER S+S 8165 mpino@ccp.edu

Scott Steiner, CMI/Amerihealth 215-801-4215

Agnes Trimmer, HR 215-751-8208

Mary Gannery, Learning Lab Faculty 8593

2015-2016
Life Safety Systems Calendar

September-15

Wednesday Sept. 16 - West & Pavillon Fire Drill
Friday Sept. 18 - Northwest Regional Center Fire Drill
Wednesday Sept. 16 - 12:00pm Safety Committee Meeting

October-15

Wednesday Oct 21 - Winnet Building Fire Drill
Friday Oct 23 - Northeast Regional Center Fire Drill
Wednesday Oct 21 - 12:00pm Safety Committee Meeting

November-15

Wednesday Nov 4 - Mint / Bonnell Fire Drill
Friday Nov 13 - West Regional Center Fire Drill
Wednesday Nov 18 - 12:00pm Safety Committee Meeting

December-15

Tuesday Dec 1 - CBI Fire Drill
Wednesday Dec 2 - Gym Fire Drill
Wednesday Dec. 16 - 12:00pm Safety Committee Meeting

January-16

Wednesday Jan 27 - West & Pavillon Building Fire Drill
Friday Jan 29 - Northwest Regional Center Fire Drill
Wednesday Jan 20 - 12:00pm Safety Committee Meeting

February-16

Wednesday Feb 3 - Winnet Building Fire Drill
Friday Feb 5 - Northeast Regional Center Fire Drill
Wednesday Feb 17 - 12:00pm Safety Committee Meeting

March-16

Wednesday March 16 - Mint / Bonnell Fire Drill
Friday Mar 18 - West Regional Center Fire Drill
Wednesday Mar 16 - 12:00pm Safety Committee Meeting

April-16

Wednesday April 6 - Gym Fire Drill
Wednesday April 13 - CBI Fire Drill
Wednesday April 20 - 12:00pm Safety Committee Meeting

May-16

Wednesday May 18 - 12:00pm Safety Committee Meeting

June-16

Wednesday Jun 15 - 12:00pm Safety Committee Meeting

July-16

Wednesday July 20 - 12:00pm Safety Committee Meeting

August-16

Wednesday Aug 17 - 12:00pm Safety Committee Meeting

Community College of Philadelphia Fire Drill Report

Building Name: Community College of Phila (Main) Building: Child Care Ctr.

Time Evacuation Started: 1045hrs Ended: 1048hrs Total Time: 3 mins

Type of Drill: Announced Unannounced Primary Search Complete 1046

Number of Participants (approximately): 109 Total Staff/Children Back IN 1048
91 Children
18 Staff

Yes No

- ♦ Did occupants immediately begin to evacuate the building when alarm sounded?
- ♦ Did building staff check restrooms and confined areas?
- ♦ Was building staff aware of handicapped person(s) and provide assistance?
- ♦ Were doors closed to contain smoke/fire?
- ♦ Did everyone evacuate the building?
- ♦ Did everyone remain outside the building and wait for further instructions?
- ♦ Are the building staff knowledgeable in their assigned duties?
- ♦ Was the drill conducted in an orderly manner?

Drill Rating: Excellent Good Poor

Comments:

Observed/Rated By: S/S Joseph C McDevitt Jr

Building Proctor/Person in Charge: [Signature]

Date of Drill: Wednesday 19th Aug 2015 Contract Security Supervisor _____

Incident Counts for Dates: 07/15/2015 to 08/19/2015 for All Officers

Reporting on: ALL AREA SECTORS/BEATS/LOCATIONS & ALL LOCATIONS

Printed on: 8/18/2015

Page 2 of 2

<u>Location</u> REGISTRATION AREA	<u>Case # / Event #</u> 2015-00487	<u>Incident Type</u> ACCIDENT - OTHER	<u>Officer</u> DWILMER	<u>Date</u> 7/16/2015
--------------------------------------	---------------------------------------	--	---------------------------	--------------------------

Synopsis: CCP employee reported that she bumped her right knee on a screw that was sticking out from the registration desk. The screw was covered with tape to prevent someone else from injuring themselves.

20.00% ACCIDENT - OTHER Total # of Incident Types Used: 1

<u>Location</u> LOBBY	<u>Case # / Event #</u> 2015-00495	<u>Incident Type</u> ACCIDENT - SLIP AND FALL	<u>Officer</u> DWILMER	<u>Date</u> 7/20/2015
--------------------------	---------------------------------------	--	---------------------------	--------------------------

Synopsis: A campus visitor was walking to the ladies room, when she slipped and fell in the main lobby. She stated she did so because she was overheated. There was nothing on the floor which would have caused the fall.

LOBBY
Synopsis: A campus visitor slip while walking down the West Building exterior stairs. He denied medical attention.

60.00% ACCIDENT - SLIP AND FALL Total # of Incident Types Used: 3

<u>Location</u> PARKING GARAGE	<u>Case # / Event #</u> 2015-00521	<u>Incident Type</u> ACCIDENT - TRIP AND FALL	<u>Officer</u> JMCDEVITT	<u>Date</u> 8/3/2015
-----------------------------------	---------------------------------------	--	-----------------------------	-------------------------

Synopsis: A CCP employee fell over conduit materials that were left by CCP electricians in the Parking Garage. (Area was coned off) She states she hurt her right knee, scraped both of her hands and her left shoulder was also hurting but denied medical assistance.

20.00% ACCIDENT - TRIP AND FALL Total # of Incident Types Used: 1

Total # of Reports Included in this Report: 4

Grand Total: 100.00% Total Count of Incident Types Used: 5