

# Community College of Philadelphia

## MEETING MINUTES

Safety Committee

10/17/12

12:30pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

### Committee Members Present:

*Charles Schaffner, Tanya Brown, Jennifer Ford, Al Kristoff, Susan Hauck, Harry Moore, Joan Monroe, Mary Ann Wagner-Graham, Cyndy Walls, Agnes Trummer*

### Guest Present:

*Ricardo Hilaire (AlliedBarton), Andy Cole (Lackwanna)*

#### I. Call to Order

-The meeting was called to order at 12:35pm.

#### II. Attendance/Introductions

#### III. Minutes Approval

-Minutes approved

#### IV. Discussion of monthly incidents

#### V. Old Business

- Report training/Loss property/Investigation procedures to be reevaluated and changed.  
Meeting to be held mid-November for the security dept.

##### A. Safety Training

- Andy Cole, from Lackwanna presented an annual refresher training course for safety committee.
- PA safety committee benefits: improve safety, discounted premium by 5% from the state, creates a very involved safety team and helps identify any hazardous issues ahead of time, the less claims the more money saved.
- PA requirements: Hazard identification, involved safety function, addressing hazards, Unsafe acts, conditions, and Audits
- In addition to state requirements each meeting should include meeting minutes, an agenda, quorum, monthly meetings and dept. heads.
- Safety committee members should conduct reviews or establish a system where we could obtain info from others. Example: anonymous suggestion box
- When addressing hazards engineering out hazards is the best solution to avoid any further

issues.

- While conducting an accident investigation – always carry the mindset of the incident being an avoidable situation and do not conclude prematurely.

- Always remember to use your PPE (protective personal equipment) if your dept. requires, this is a must while working. Administration should always enforce this policy to reduce hazardous conditions.

## **VI. New Business**

- Per Jennifer Ford, two departments have requested air quality checks to be done. Library and Enrollment central. Harry to follow up.

- Per Tanya Brown concern with debris in the back hallway near the freight elevator on the second floor of the Winette building. Second concern, new counseling area has a significant amount of debris and there were no signs posted stating this is a do not enter zone. Per Harry no one is to visit that area until cleared to do so; contractors are to establish their work area rules.

## **VII. Adjournment at 1:43pm**