

Community College of Philadelphia

MEETING MINUTES

Safety Committee

4/18/2012

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

Committee Members Present:

Charles Schaffner, Al Kristoff, Agnes Trimmer, Jim Spiewak, Ron Jackson, Harry Moore, Denis Michalski, Joan Monroe, Susan Hauck, Carline Rucker

Guest Present:

Ricardo Hilaire (AlliedBarton), Ken Norwitz (Willis)

I. Call to Order

-The meeting was called to order at 12:10pm.

II. Attendance/Introductions

III. Minutes Approval

-Minutes approved

IV. Discussion of monthly incidents

A. Introduction of Ken Norwitz

- Vice president, Casualty Risk Control
- Does Audits and inspections – will provide check list
- Promotes PREVENTION

B. Best Practices

- Check all incidents for location
- Inspect one area before meeting each month
- Trip and fall hazards, Check list walk through, physical hazards, Blocked doors, unsafe acts as well as conditions.
- Notify area supervision know of problems
- Good to have representative of area go with inspectors
- Audits are meant to be proactive
- Consequences for constant issues

C. Monthly Incidents

- Report system database offline
- 2012-00301 Students reported to security that he was hit my a vehicle door while riding his bike down 17th street. Suffered abrasions on left side of his face, ear, right knee and leg. Taken to Hahnemann Hospital. Vehicle left without rendering aid.

V. Old Business

A. Defensive Driving Class for college drivers

- Saturday eight hour AARP classes are on pause waiting for phone call to resume.

B. Cameras and Phones in Pavilion

- Phones working with Bill Bromly for placement. Three phones upstairs and one downstairs
- Phones are not in yet. Harry – if there is no wiring, please make sure phone are not up for use.
- Contractors on site today (4/18) to check PTZ and non-functional cameras.

VI. New Business

- Per Carline, library would like to have air quality control test done. Dusty and very hot in some areas. Concern needs to be put in writing.
- Black residue was seen on air duct, mold test was done...test results negative.
- Construction will and does cause a lot of dust will follow up with Bixby.

VII. Concerns

- Faculty member modifying equipment with no permission.
- No complaint made. Art Dept. in violation of safety codes.
- Complaint to be put in writing from Denis
- Coffee house chairs taken out of room, blocking fire tower, exits and loading dock. Safety concern to be followed up on.
- Hall way of the great hall tables set up in violation of safety codes. Rover to monitor activity. Admin/In-house sponsors to be reminded of safety first.
- Security to continue checking everyone's ID's after 5:00pm, including Pavilion. Use computer pad to check students J #'s
- Officers need to be more attentive.
- 17 Mint post alertus box is being repaired
- April 30th block to elevators will be used.
- Enrollment services, financial aid to move into new space April 27th - 30th.
- Escalator shaft to be made a dust column and all work is to be done wet to minimize dust.

VIII. Adjournment at 12:53pm