

# Community College of Philadelphia

## MEETING MINUTES

Safety Committee

07-18-12

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

### Committee Members Present:

*Charlie Schaffner, Jim Spiewak, Ron Jackson, Susan Hauk, Agnes Trummer, Harry Moore, Joan Monroe*

### Guest Present:

*Andy Cole (Lackawanna Insurance Group)*

#### I. Call to Order

-The meeting was called to order at 12:07pm.

#### II. Attendance/Introductions

#### III. Minutes Approval

-Minutes approved

#### IV. Discussion of monthly incidents

- 00482 Employee reports that she sprained her ankle walking back to the CBI. Husband picked her up

-00504 a maintenance worker hurt wrist while lifting boxes

-00487 A CCP vehicle and a gas truck collided with each other off campus. Minor damage to the CCP vehicle

- 00508 college employee's vehicle struck in the parking lot of the Northwest Regional Center. Minor damage

- 00472 A student reported her car received minor damage when it was struck in the parking garage

-00465 Housekeeping employee reported that she pulled or strained a muscle in her lower back while attempting to pick up a bucket

-00471 Employee stated he hurt his hand while moving boxes

-00474 Employee reported that she pulled a muscle in her back while performing her duties lifting and cleaning trash cans in the cafeteria

Agnes Trummer stated that Andy Cohn of Lackawanna Insurance will be doing two sessions on Trips and Falls and ergonomics during Professional Development Week. It was suggested that we get as many of the utility, housekeeping and painting people to attend the seminars as possible.

**V. Old Business**

– stage extensions will be moved to Hamilton Street. Susan Hauk said they wanted to leave the stage extensions up but that they did not control who rented the auditorium marketing handles that.

-Defensive driving class to be offered for coaches. Lakawana has a program if needed. Ron Jacksopn said that the purchase of a 15 passenger van or mini-bus is still in the research phase and probably not happen until the next budget phase.

-Bonnell women's bathroom lock has apparently been fixed.

-Harry Moore noted that the lower corridor on the BB1 level is packed with props and wood supplies for the theater group. He further said that this might be due to the theater group using the prop room as a classroom during the Bonnell renovations. Susan Hauck said she would talk with Sharon Thompson about the problem. Jim Spiewack is going to talk to Marketing about the size of the theater and not renting to groups that want the stage extensions removed

-The heat and air in the Northwest has been fixed and the elevator is back in service

**VI. New Business**

Harry Moore provided an update on the state of the construction

- The temporary walls will be coming down in the next week or two
- A walkway is being poured from the Bonnell front doors to 17<sup>th</sup> Street so we can get a temp occupancy permit
- By Sept 3<sup>rd</sup> smoke evacuation testing should be complete
- Assessment center to move at the end of July to new spaces
- Counseling to be in their new quarters by October 1
- Main lobby should be ready by the beginning of the Fall Semester.
- West building chem. Labs to be renovated
- Architecture and Design to move to the 2<sup>nd</sup> floor bridge to make room for new bio lab
- Math, Health and Sciences to move to W2-7
- Landscaping to be completed at Main campus by spring

Jim Spiewak asked about the Fire Drill schedule for the fall. Charlie will follow up. Joan said there is a problem hearing the alarm in the rear of the Learning Lab B1-28F. She will check on it and let us know after the next fire drill.

Jim Spiewak also asked about having the Chem and Bio people present their emergency plans to the committee in Oct

September is the month for recertification after the unions pick their representatives

**VII. Adjournment at 12:55pm**