

Community College of Philadelphia

MEETING MINUTES

Safety Committee

8/20/2014

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

Committee Members Present:

Charles Schaffner, Al Kristoff, Joan Monroe, Susan Hauck, Agnes Trummer, Jennifer Ford, Jim Spiewak, Mary Ann Wagner-Graham

Guest Present:

Ricardo Hilaire (AlliedBarton), Tom Bildheiser (HighMark)

I. Call to Order

-The meeting was called to order at 12:11pm.

II. Attendance/Introductions

III. Minutes Approval

-Minutes approved

IV. Incident Review

-Incidents classified by type from June 17th, 2014 – Aug 20th, 2014 are as follows:

- Accident (Trip and Fall) one total.

- Accident (Escalator Mishap) one total.

V. Old Business

- Per Joan there is still clutter in the back hallway near the freight elevator.

- Elevator number 32, wrong piece replaced twice.

VI. New Business

- Per Agnes, during the blood drive in the coffee house she noted and removed two chairs with unstable back support pieces. Agnes to report this via email to Dominic Dalanni.

-Per Tom Bildheiser, are we currently conducting inspections? Daycare center on a monthly basis.

-Inspection walkthroughs should be conducted before our meetings...reporting all findings and possible solutions.

-The objective is to target, report and rectify all potential hazardous conditions, most importantly in high risk areas for employees. Example: Tradesman area

-Per Charlie, request to Jill to please contact the union regarding who will be newly appointed

to safety committee.

-On October 15th, 2014 Tom Bildheiser to conduct our annual safety training.

-Per Tom, so far this year only one claim has been submitted.

-Checklist to be disbursed from Tom to Charlie and Agnes via email. Walkthroughs to be conducted in all accessible areas. Tues Sept 9th from 10a-3p Agnes will conduct a walkthrough at the NWRC. Susan will conduct a walkthrough at the WPRC in Sept also.

-For our November meeting Jennifer Ford will inspect the library and Jim Spiewak will inspect business services.

-Annual fire alarm testing schedule will be disbursed by our sept meeting.

-Charlie to follow up with Sam H regarding who will be newly appointed to replace Ron Jackson on the safety committee and has the homeland security active shooter video been posted on the college website.

VII. Adjournment at 12:40p