

Community College of Philadelphia

MEETING MINUTES

Safety Committee

9/19/12

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

Committee Members Present:

Charles Schaffner, Jim Spiewak, Tanya Brown, Jennifer Ford, Al Kristoff, Susan Hauck, Harry Moore, Ron Jackson, Agnes Trummer

Guest Present:

Ricardo Hilaire (AlliedBarton)

I. Call to Order

-The meeting was called to order at 12:08pm.

II. Attendance/Introductions

III. Minutes Approval

-Minutes approved (Charlie)

IV. Discussion of monthly incidents

- 00566 Staff member hurts arm while trying to retrieve her purchase from vending machine.

- 00606 Staff member stated she lost balance while walking up the Main Mint steps and fell.

No treatment needed.

- 00596 College visitor was walking down the Winnet building exterior steps when he slipped and fell hurting his right leg. Transported to the hospital for treatment. Jim's concerns are security officers conducting investigation should retrieve additional info such as was claimant talking to someone? Texting? Type of shoes worn? Officers should continue to ask additional questions when describing incident that took place. College incident reports may need to be tweaked a little for proper questioning.

- 00586 Elderly college visitor tripped in the middle of 17th street. Transported to the hospital.

- 00612 Northwest regional student cut across grass area tripping onto the pavement area while stepping up onto walkway path.

- 00618 Faculty member stated she was carrying a microscope and asked two students to pull in stools, as the professor proceeded to walk before students pulled in stools she tripped and fell to the floor. No treatment needed

- 00601 Staff member vehicle was backed into by a student in the main parking garage.

- 00620 Staff and student involved in a minor auto accident in the main garage. Information exchanged between both parties.

- 00629 Female Student reported she hit another vehicle's bumper in the garage; there was no visible damage to either vehicle.
- 00584 Staff member noticed a strong burning electrical odor in room W3-47 from an electrical socket. Area was cleared and electrician was notified. No problem found
- 00565 Student had an allergic reaction to peanuts. Refused Treatment but stated he likes peanuts.
- 00568 While working in the security base an officer was bitten on his hand by a bug causing major swelling. No lost time at work
- 00587 Student sitting on the Mint steps stating she had a sharp pain going down her left side, attempted to stand but her legs buckled. Transported for medical attention.
- 00637 Student cut right pinky finger during chemistry lab while washing glass tube in W3-65 . Given a band aid by her instructor.

V. Old Business

A. Fire Drill Schedule

- New fire drill schedule was corrected and handed out during this meeting.
- Child care center fire drill will also be conducted when Bonell building is being tested.
- 1st Fire Drill of the new semester was conducted today at the West and Pavilion building.
- Jim concern for new vendors...aware of fire drill procedures? Notice given to AFV on what to do during fire drill

VI. New Business

- Refresher training to be verified for October including twelve committee members.
- 17th and Spring Garden West building , there is a metal plate sticking up. Trip and fall hazard.
- Jim urges all safety committee members to please do a walk through in the Bonell building to follow up on any safety hazards while construction puts the finishing touches and begins to wrap things up shortly.
- Facilities – housekeeping training session on safe lifting done during professional week.
- Coaches to attend training for defensive driving and anyone appointed to utilize 15 passenger vans. Jim to coordinate with Andy from Lackawanna.

VII. Adjournment at 12:30pm