Community College of Philadelphia

MEETING MINUTES
Safety Committee
10/15/14
12:00pm Rm L1-09
Community College of Philadelphia
1700 Spring Garden St
Philadelphia, PA  19130

Committee Members Present:
Charles Schaffner, Agnes Trummer, Jennifer Ford, William Finn, William March, Al Kristoff, Jim Spiewak, Dave Braverman, Daniel Reed, Cynthia Reid.

Guest Present:
Julian Fields  (AlliedBarton)

Tom Bildheiser

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

II. Attendance/Introductions- Tom Bildheiser- Safety Committee Training

III. Minutes Approval
-Minutes approved (Charlie)

IV. Discussion of Monthly Incidents
Incidents classified by type from Sept 18th, 2014 – Oct 15th, 2014 are as follows:
- Accident: Other 3
- Accident: Slip and Fall 1
- Accident: Trip and Fall 2
- Accident: Motor Vehicle 1
- Escalator Mishap 1
- Medical Assist 5

V. Old Business
- Library Inspection Update:
  i. No emergency procedures for work place violence are in place.
  ii. Exits are ok.
  iii. Work order was put in for the damaged handicap lift approx. 1 month ago.
  iv. Possible fire extinguisher usage training of Library personnel.
  1. Question: was any checking of workspace ergonomics done? Response:
    Some staff members have complained of the air conditioning coming down on their necks because of the location of their work stations.
-Jim Spiewak: reporting that C.C.P. is hiring a security consulting firm to assess our Emergency Response Plan and look at all of our roles, policies, members as a team and safety technology that we utilize to identify any gaps and help us with writing/re-writing the plan and training, including table top exercises.

-**Question:** have there been any updates on the configuration of the Learning Commons area receptionist station? **Response:** we will have to speak with Harry Moore at the next available meeting.

**VI. New Business**
- Additional Inspection walkthroughs need to be performed to target potential hazardous conditions C. Schaffner

- Annual Safety Committee Training Session: Tom Bildheiser

**VII. Adjournment at 1:12pm**