Campus Safety |MINUTES

Meeting date | time 6/8/2018 11:00 AM

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| Type of meeting | Information Sharing / Discussion |
| Facilitator | Lloyd Helm/Brian Puncocher |
| Recorder | Laura Smith |
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| Attendees:Lloyd Helm, Brian Puncocher, Kelly Montgomery, James Logan, Chris Smith, Michelle Baker, Ariane Mabano, TJ McDonough, Laura Smith |

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## AGENDA ITEMS

**Old business**

Review and approve minutes from previous meeting

**New business**

* Introduce – Brian Puncocher, Environmental Health & Safety Coordinator
* Review last month’s building inspection by safety committee – Jay’s inspections were not turned in (due to sabbatical), however, work orders were completed on deficiencies.
* Heaters were removed from offices that were not up to code.
* Two safety videos were shared regarding electrical cords and lock out--tag out
* Chris reported on the college’s injury reports. 2 workers comp injuries recently reported but these were not due to deficiencies in safety of the campus.
* Incident reports should be submitted to Brian Puncocher and he will distribute to appropriate personnel.

**Round table**

* Need to update incident form and communicate where to find the new form and have them distribute to first aide box (safety boxes) and online as well.
* Suggestion for incident form - regarding the witness signature line and the need for relationship/title of person signing
* Suggestion to create a form letter for repossessed equipment and the reasons for repo. Leave one for employee and provide one to supervisor when heaters are removed.
* Suggestion for communication for next fall via the “all staff email” regarding campus safety – including heaters must be within code
* Hazardous waste pick up in July 11, 2018
* Battery pick up every six months
* Building inspections TBD

**Meeting schedule**

Next meeting TBD – Fall 2018