

Title: Health & Safety Committee Meeting Minutes

Issue Date: October 2015

Page Number: 1 of 2

Date: October 6, 2015

Location: Burrell 102D

Distribution:

- Health and Safety Committee members
- Southwestern Community College Committee Website
- File

Attendees:

Tony Belcher	Kathleen Breedlove	William Brothers
Peter Buck	Chris Cabe	Rene Clontz
Tim Coffey	Todd Doster	Curtis Dowdle
Eric Hester	Toni Knott	David Myers
Richard Shoemaker	Mitch Fisher	Deanne Oppermann

Agenda

- 1. Welcome**
- 2. Review**
- 3. Policy or Program Updates**
- 4. Training Opportunities**
- 5. Incidents and/or injuries protocol**
- 6. Safety Awareness**
- 7. Next Meeting**

Next meeting to be held on: February 9, 2016

Health and Safety Committee Chairperson Signature:


_____ 10/9/15

Title: Health & Safety Committee Meeting Minutes

Issue Date: October 2015

Minutes

Item No.	Discussion Points and Action Items	By Who	By When	Date Completed
1.	Opened the meeting by discussing safety on campus.	T. Allen		
2.	Proper Procedure for faculty/staff/students getting sick on campus. Offer training on how to recognize an emergency.	M. Fisher		
3.	Discussed bagging stop sign by Amory while College Drive main entrance shut down to keep the flow of traffic going and avoid motorist from stopping.	R. Shoe maker		
4.	NIMS Training available only 33% have completed, requested follow up email be sent out to faculty and staff to complete. K. Breedlove to send out notification email.	C. Dowdle	ASAP	
5.	No way to recognize new hires from students when dealing with them. Concerned this may be safety issue. Recommended all ID's have photo.	R. Clontz	ASAP	
6.	AED and Fire Extinguisher's have not been checked in some time. Suggested Building Coordinators check and report issues monthly. Offer training on how to properly inspect these items monthly.	T. Allen		
7.	Who is checking and monitoring eye wash stations. T. Allen stated she would monitor these items.	D. Myers		
8.	Looking to implement submission form electronically for Illness and Accidents. Human Resources would receive notification and pass along hazard to T. Allen if need be. Check with Patty Wall to implement.	T. Allen		
9.	Suggested we split into groups and conduct hazard walk-thru of buildings on campus.	D. Myers		

Health and Safety Committee to maintain original completed forms.