

## Health and Safety Committee Meeting Minutes

**Meeting Date:** April 4, 2013

**Time:** 2:30 p.m.

**Location:** S517

**Attendees:**

Kim Carolina, Bob Divjak, Dana Elm (chair), Barry Groman, Laurie Novi, Eleni Saltourides (guest)

**Members Absent:**

Carmine Ciampi, Jeff D'Alusio, Mitch Holmes, Sandra Palmer, Tricia Targett, Jim Troup, Alex Zozulin

**Old Business**

Building Evacuation Plan – Eleni Saltourides reported that members of the Faculty Senate have raised concerns about building evacuations and response to active shooters. Faculty and staff are encouraged to attend one of the “Shots Fired on Campus” training sessions scheduled by the Public Safety Department.

Job Hazard Assessments – Job hazard assessments are written documents that detail the hazards of an area or task with the purpose of designating personal protective equipment. The maintenance and theatre departments have been reviewed and have been presented with binders that contain the assessments. Supervisors must train their affected employees and enforce the use of protective equipment.

**New Business**

Membership for 2012-2013 – Dana welcomed Kimberly Carolina to the committee. In response to a request sent to the Arts and Humanities and Behavioral and Social Sciences Division Directors, Eleni Saltourides attended the meeting to see if she is interested in becoming a member. It was brought up that the committee should also have a member from the ATMC. Action - Dana will send a request to Pete Angelastro asking for his support and to recommend someone from the manufacturing program.

Student Safety Agreements – Dana Elm discussed the need for Student Safety Agreements for courses that present a moderate to high risk of injury. This has been done successfully for science lab courses for many years and has been implemented in the ATMC. The idea of having technical standards or competencies was briefly discussed and will be put on the agenda of our next meeting.

Goals for 2012-2013 – One goal for the upcoming year will be for the committee to become more involved in accident review and prevention. Going forward, Kim Carolina agreed to bring the reports of employee injuries or illnesses to each meeting for the committee to review. The focus will be on making recommendations to prevent similar incidents. The Occupational Injury and Illness Report -- 2012 will be reviewed at our next meeting.

**Accident Review**

No accidents were reviewed at this time.

**Next Meeting: June 6, 2013**

**Meeting Adjourned at approximately 3:30 pm**