

## Health and Safety Committee Meeting Minutes

**Meeting Date:** September 26, 2012

**Time:** 2:00 p.m.

**Location:** S517

**Attendees:**

Jeff D’Alusio, Bill DiLegge, Dana Elm (chair), Barry Groman, Mitch Holmes, Tricia Targett, Eleni Saltourides, Alex Zozulin

**Members Absent:**

Chuck Buchanan, Kim Carolina, Carmine Ciampi, Bob Divjak, Laurie Novi, Jim Troup

**New Business**

Shots Fired/ Workplace Violence Training - The recent training on preparedness in the event of an active shooter was discussed. Several members expressed their desire for a training drill. Dana explained that the Critical Incident Management Team (CIMT) hopes to hold a “shelter in place” drill this fall pending final approval of the Emergency Response Plan, which has been recently revised. We also discussed the need for a system to track who is in the building at any given time.

Orientation Training – Members discussed the need for greater outreach in our preparedness training. Public Safety provides training to departments upon request. But committee members believe that this training should be mandatory for all new employees, including adjuncts, at the start of employment. Jeff and Dana will collaborate on this project and report back at our next meeting.

2012 Occupational Injury and Illness Report - Members reviewed last year’s report. It was noted that nearly 50% of the incidences can be attributed to muscle strains/pulls. The committee discussed the possibility of providing a training session for employees on proper and safe lifting / materials handling techniques this fall. Tricia Targett thought that her department may be able to offer such training. She will report back to the committee.

Flu Clinic – It was agreed that the committee should invite the Waterbury Department of Health to hold a flu vaccination clinic this fall for our students and employees.

**Accident Review**

No accidents were reviewed at this time.

**Meeting Adjourned at approximately 3:00 pm**

**Next Meeting: November 21, 2013 at 2:30 pm**