

MINUTES

SAFETY AND SCHOOL FACILITIES COMMITTEE

AUGUST 19, 2010

Attendance

Phyllis Yates, Teresa Stansberry, Cindy Hartsoe, Kenneth Richardson, Marc Payne, Travis Richardson, Marty Norris, Dustin Farmer, David Blackburn, Hannah Reeder, Earl Pennington, Pat Lanno, Kevin Anderson

Minutes

No Minutes; First Meeting of the Year

Agenda

- Phyllis opened up with introductions and mentioned the fact that this year we have joined together the **safety/workers comp committee** and **building/grounds committee**.
- Kevin reported on the **list of injuries** that have been compiled over the past year with a breakdown by department and school. It was also mentioned of the importance of submitting the appropriate **workers compensation paperwork within 72 hours of an incident**.
- Phyllis outlined the **structure of our committee** which includes establishing procedures, setting goals, and developing strategic plans to accomplish the goals.
- The committee then decided on a **future meeting schedule** which was voted to occur every month on the 3rd Thursday at 3:30 in the annex. This meeting schedule will be re-evaluated once the committee gets fully organized.
- **Representatives from Surry Insurance** will attend our next meeting and speak to us directly regarding safety issues and how to accomplish our ultimate goal of reducing and preventing employee injuries.

Recommendations

- Develop "**Safety Tip of the Month**" to share with faculties and to post in classrooms in order to make employees more aware of prevention procedures
- Have a separate **Procedure Manual** (besides OSHA) which would contain a list of steps to be taken by safety reps in the case of an accident
- Look back to **old safety committee materials** to take advantage of any procedures that were established as well as the use of any **free materials available online** such as posters, videos, etc.
- Next meeting will be **September 16th at 3:30**

Items for Future Discussion

- Electing both a **Chairperson and Co-Chairperson** along with perhaps developing a **Mission Statement**