

# MINUTES

## SAFETY AND SCHOOL FACILITIES COMMITTEE

SEPTEMBER 25, 2012

### Attendance

Phyllis Yates, Travis Richardson, Marty Norris, Pat Lanno, Martha Turner, Reba Cox, Shea Coldiron, and Kevin Anderson

### Minutes

No Minutes; First Meeting of the Year

### Agenda

- Committee opened up with new member introductions and then selected this year's **Chair and Co-Chair** – it was decided that Shea Coldiron would be the new Chair and Marty Norris the new Co-Chair
- A **Year-to-Date Accident Report** was given which included a breakdown by department and school – it was noted that we have had 13 reportable accidents with only five work days missed

### Recommendations

- Continue with our monthly "**Safety Tips**" to share with faculties and to post in classrooms in order to make employees more aware of prevention procedures
- **October – Hazards in the Classroom**
- **November – Burns**
- **December – Electrical Safety**
- **January – Avoiding Slips and Falls**
- **February – Back**
- **March – Lifting**
- **April – Fires/Fire Extinguishers**
- **May – Away from Work**

### Future Items

- Next meeting will be **October 25th at 3:30** in the Annex