

Community College of Philadelphia

MEETING MINUTES

Safety Committee

10/15/14

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

Committee Members Present:

Charles Schaffner, Agnes Trummer, Jennifer Ford, William Finn, William March, Al Kristoff, Jim Spiewak, Dave Braverman, Daniel Reed, Cynthia Reid.

Guest Present:

Julian Fields (AlliedBarton)

Tom Bildheiser

I. Call to Order

-The meeting was called to order at 12:07 pm.

II. Attendance/Introductions- Tom Bildheiser- Safety Committee Training

III. Minutes Approval

-Minutes approved (Charlie)

IV. Discussion of Monthly Incidents

Incidents classified by type from Sept 18th, 2014 – Oct 15th, 2014 are as follows:

- Accident: Other 3
- Accident: Slip and Fall 1
- Accident: Trip and Fall 2
- Accident: Motor Vehicle 1
- Escalator Mishap 1
- Medical Assist 5

V. Old Business

- *Library Inspection Update:*

- i. **No emergency procedures for work place violence are in place.**
- ii. **Exits are ok.**
- iii. **Work order was put in for the damaged handicap lift approx. 1month ago.**
- iv. **Possible fire extinguisher usage training of Library personnel.**
 1. **Question:** was any checking of workspace ergonomics done? **Response:** Some staff members have complained of the air conditioning coming down on their necks because of the location of their work stations.

-Jim Spiewak: reporting that C.C.P. is hiring a security consulting firm to assess our Emergency Response Plan and look at all of our roles, policies, members as a team and safety technology that we utilize to identify any gaps and help us with writing/re-writing the plan and training, including table top exercises.

-**Question:** have there been any updates on the configuration of the Learning Commons area receptionist station? **Response:** we will have to speak with Harry Moore at the next available meeting.

VI. New Business

- Additional Inspection walkthroughs need to be performed to target potential hazardous conditions C. Schaffner

- Annual Safety Committee Training Session: Tom Bildheiser

VII. Adjournment at 1:12pm