Minutes
Safety Committee
September 24, 2013  4:00 PM

Present:  Calvin Swartzendruber (Chair), Norm Bakhit, Al Mackowiak, Bill Minter, Clay Shetler, Steve Shantz, Dan Smith

1. The minutes of June 4 were approved.

2. Updates
   • A meeting with supervisors of student employees was held prior to the start of classes. The Task Analysis was described.
   • Year-round faculty/staff have been doing online training since April. Many have completed their training; many have not.
   • Teaching faculty were given invitations to begin their online training during the two weeks preceding the start of classes.
   • Student employees will be assigned training as supervisors begin adding them to the online timecard system.

3. First aid training:
   • We discussed the pros and cons of training employees in first aid, considering that we are not legally required to do so, given the proximity to the hospital. Still, we decided that perhaps a few select persons should receive training. Those persons would be “Tier 1” (RDs, RAs, Security, Chemistry faculty, Recreation-Fitness, Performance Venue, Conferences & Events). We would also offer training to interested persons...perhaps building coordinators or someone else in each building. Clay will forward the list of building coordinators to Calvin. These persons would be “Tier 2”.
   • Valerie Hershberger could provide the training. CPR/First Aid training would cost $40 per person.

4. We discussed at length the need for a campus-wide general safety policy. This will be a priority agenda item at the next meeting.

5. Discussion on the Safety Inspection/Building Audit Team and the Accident Investigation/Incident Response Team will be tabled until a further meeting.

-Calvin Swartzendruber