	<b>No. SWCC H&amp;S I</b>
	<b>Authorised By: Tiffany Allen</b>
<b>Title: Health &amp; Safety Committee Meeting Minutes</b>	
<b>Issue Date: June 2016</b>	<b>Page Number: 1 of 2</b>

<b>Date:</b>	<b>June 20, 2016</b>
<b>Location:</b>	Burrell 102D
<b>Distribution:</b>	<ul style="list-style-type: none"> <li>▪ Health and Safety Committee members</li> <li>▪ Southwestern Community College Committee Website</li> <li>▪ File</li> </ul>

**Attendees:**

Tony Belcher	Peter Buck	Laurie Butler
Curtis Dowdle	Chris Cabe	Clifford Stalter
David Myers	Richard Shoemaker	


<b>Agenda</b>
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Below are suggested agenda items – modify as required and save as standing agenda template

- 1. Welcome**
- 2. Review College Programs/Plans**
- 3. Training Opportunities**
- 4. Next Meeting**

**Next meeting to be held on:** Fall 2016

**Health and Safety Committee Chairperson Signature:**  .....

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**Minutes**

<b>Item No.</b>	<b>Discussion Points and Action Items</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
1.	Opened the meeting by discussing previous safety minutes.	T. Allen		
2.	Discuss College Programs/Plans	T. Allen		
3.	Look into separating committee into sub-committees to review program/plans	T. Allen	6/30	
4.	Change College Program/Plans from a periodic review to a more defined timeline of annually.	C. Dowdle		
5.	Look at drafting a College Safety Plan	T. Allen		
6.	Look into SP2, LMS or Blackboard option for tracking college training.	D. Myers		
7.	Committee member to look at Harris Hospital plans and see if anything beneficial to the college regarding programs/plans.	T. Belcher		
8.	Chuck Reese as coordinator on several program/plans – since he is no longer employed look at revising the coordinators for each program/plan	T. Allen		
9.	Meeting to review drafts of program/plans will be scheduled in near future.	T. Allen		
10.				

**Health and Safety Committee** to maintain original completed forms.