

Title: Health & Safety Committee Meeting Minutes

Issue Date: March 2016

Page Number: 1 of 2

Date: March 14, 2016

Location: Burrell 102D

Distribution:

- Health and Safety Committee members
- Southwestern Community College Committee Website
- File

Attendees:

Tony Belcher	Kathleen Breedlove	Peter Buck	Rene Clontz
Tim Coffey	Todd Doster	Curtis Dowdle	
Eric Hester	Toni Knott	David Myers	
Richard Shoemaker	Mitch Fisher	Deanne Oppermann	

Agenda

Below are suggested agenda items – modify as required and save as standing agenda template

- 1. Welcome**
- 2. Review Reports**
- 3. Training Opportunities**
- 4. Incidents and/or injuries protocol**
- 5. Next Meeting**

Next meeting to be held on: Fall 2016

Health and Safety Committee Chairperson Signature: 

Title: Health & Safety Committee Meeting Minutes
Issue Date: March 2016

Minutes

Item No.	Discussion Points and Action Items	By Who	By When	Date Completed
1.	Opened the meeting by discussing previous safety minutes.	T. Allen		
2.	Update on Alarm System – All buildings reported to dispatch. Test successful.	T. Allen		
3.	Review 8/4/15 Exposure Control Plan – Discuss any changes	T. Allen		
4.	Schedule training: CPR & AED	M. Belcher	05/01/2016	03/18/2016 & 04/08/2016
5.	Schedule training: Bloodborne Pathogen & Hazard Communication	T. Allen	05/01/2016	04/05/2016
6.	NIMS Training near 90% complete	C. Dowdle	ASAP	
7.	AED & Fire Extinguisher's are up-to-date. Tiffany Allen and Maintenance will be recording and inspecting them.	T. Allen	Monthly	
8.	Eye Wash Stations are being inspected by Tiffany Allen	T. Allen		
9.	Hazard Hero is online for electronic submission.	T. Allen	05/01/2016	3/18/2016
10.				

Health and Safety Committee to maintain original completed forms.