

Ohlone College
IIPP Employee Workplace Safety Committee Agenda
May 29, 2014
Room 7104 + NC1317
1:30 PM – 2:30 PM

Agenda Items

- ◆ **Call To Order by Chair/Co-Chair – Zingsheim/Martinez**
Call meeting to order, introduce guests, agenda changes
- ◆ **Review and approve minutes**
- ◆ **Roll Call and Introduction of members**
- ◆ **Old Business**
 - Finalize the Committee Membership
 - OSHA – take down notices from locations/no response to date
 - Reports of matters held over from last meeting, if any
 - Tailgate meetings – follow up – suggestions for resources
 - Trainings held since last meeting: Vy to talk about new training process for injured employees
 - Student Escort Officers – intend to hire more
- ◆ **Accident/Near Misses Report/Anonymous Safety Hot line/Emails**
 - Brief summary of number and type of incidents reported since last meeting.
 - Discuss severe or potentially severe cases including action to be taken or suggested to minimize exposure.
 - Discuss any problem trends.
 - Evaluate effectiveness of supervisor's investigations/prevention efforts.
 - Read anonymous safety suggestions/reports.
- ◆ **Reports**
 - Keenan – Risk Improvement Action Plan
 - Du-All Safety Consultant
 - Crisis Management Team
 - Committee reports/Other

◆ **New Business**

- Safety issues in your work area
- Company Nurse program
- Heat and Illness Program/Training – draft for review
- MSDS/GSH Training - Helene
- Taking pictures on cell phones or cameras and sending to Shairon for discussion at future safety committee meeting
- Keeping a list of our goals with agenda
- Safety Website

◆ **Inspection Report**

- Report findings of safety inspections made by committee members or others
- Department operations should be inspected on a rotating basis.
- Discuss and decide on action to be recommended as a result of reports
- Identify who will be responsible and decide on action to be recommended as a result of reports

◆ **Miscellaneous**

◆ **Next Meeting Date**

- a. Confirm the next meeting date for the committee

◆ **Adjournment**

ITEMS TO BE DISCUSSED AT FUTURE MEETINGS:

- ◆ **SAVE Act and the Safety Committee's role**
- ◆ **Training on conducting inspections**
- ◆ **What needs to be done in your area around safety**
- ◆ **Company Nurse implementation**
- ◆ **Goal Setting/Agenda planning**