

AC Safety Committee Minutes for October 6, 2010 Meeting

Where: WSC, Lynn Library, Rm. 113

When: Wednesday, October 6, 2010

Time: 3:00 pm to 4:30 pm

The following Members of the Safety Committee were present: Rebecca C. Archer, Alex Chancia, Tania E. Cooper, Rusty Cornelius, Bruce L. Cotgreave, Michael W. Duval, Joe M. Gandy, Sandra M. Jefferson, Nora L. Moore, Edward L. Nolte, Charles L. Proctor, Brenda J. Rossnagel, and Paul E. Whitfield

1. Brief review of the Purpose for the Safety Committee:

Description was provided the committee.

It was announced that Alex Chancia is the newest member of the Threat Response Team, representing the West Campus.

2. Review of past events:

Since August 1, 2010: 2 reports of students being hit crossing Van Buren, none seriously; 2 reportable accidents to employees, both requiring days off; 1 nursing student has slipped and fell during clinical; 1 student has reported an accidental stick and possible 3 more (no reports have been received yet); 2 suspicious odors; the EPR Manual has been revised; Intermediate Storage Area for Hazardous materials has been established. Inventory of chemicals and substances stored in the Intermediate Storage Facility will be made available to Departments in an effort to use what is available. Once the inventory is completed copies, together with the Materials Safety Data Sheets will be provided AC police and the Physical Plant. It is hoped to able to have the Safety Committee tour the facility in the near future.

3. Upcoming Public Junior College Safety and Security Audit and what an opportunity this is for the committee:

The Public Junior College Safety and Security Audit is a State unfunded mandate. It is a possible opportunity for the Committee to make meaningful suggestions for enhancing the safety and security of Amarillo College. The report must be finished, approved by the Board of regents and submitted to the Texas School Safety Center on or before August 2012. It is hoped the College will have it completed by August of 2011, to allow vetting of the report. The Safety Committee is invited to assist in the project. Committee members are urged to review the materials handed out concerning the Safety and Security Audit for

next months meeting. Suggestions will be elicited on dividing the responsibilities between the Campuses and individuals.

4. Building Safety Monitors – Master keys (key to open the Tornado safety Areas):
Current plan and procedures for providing access to tornado safety areas was discussed. The idea of having lock boxes with master keys in those buildings in which tornado safety areas are normally locked was discussed. It was suggested that to insure the availability of the master key the number of people with access to the lock box would so large that the security of the building would be compromised. The Committee elected to table the idea for the time being.
5. Discussion on whether Accident Review Panel is needed at AC:
After discussion of the responsibilities of an Accident Review Panel the Committee declined to recommend creation of an Accident Review Panel. The Committee states that is the responsibility of Supervisors.
6. Concept of Rewards or Recognition for Safe Workers:
The Committee chose not to recommend Rewards or Recognition for those AC employees who have not been injured or missed work. The Committee asserts that more office workers would receive the Rewards or Recognition and this create division between clerical vs. labor based positions. Rewards or Recognitions should be determined within the Divisions not college wide.
7. Open Forum:
The Committee recommends that “Hot Buttons” be placed on every page of the College website to allow direct links to the Emergency Prevention and Response Manual.
The Committee suggests the use of low tech signage to caution pedestrians crossing Van Buren Street on the Washington Street Campus. The Committee suggests signage similar to those being distributed providing the telephone number of the College Police for on Campus Emergencies.
The Committee offered the following additional suggestions: using available articles in the Campus Newsletter and Newspaper to urge pedestrians to exercise caution when crossing Van Buren St. and the use of an internet warning concerning crossing Van Buren.
It was requested that College Police Officers have direct access to trespass information. Chief Duval informed the Committee that ability was on the PD’s wish list and when funding is available the necessary equipment will be purchased and utilized for all areas of the College including East Campus

Housing. Questions concerning specific trespass warnings should be directed to Dean Austin.

The question of whether or not the College has a formal policy on Solicitation was asked. The Emergency Manager will find out and report back to the Safety Committee.

A question was asked if there is a Policy, Plan and/or Procedure for transporting or moving the children out and away from the Child Development Lab during an emergency. The Emergency Manager will report back to the Committee with the information.

8. Committee member brought up the use and placement of AEDs (automated external defibrillator) at AC campuses. AC is exempt from the requirements for the placement of AED. Suggestions on seeking a grant to cover those costs was mentioned.
9. Next meeting date and location:
November 3, 2010, 3:00 pm to 4:30 pm; Room 213, Building L, East Campus