



Safety Committee Meeting Minutes

April 14, 2016

EW 207

2:00pm – 3:00pm

Present: Paul Wheeler, John Daly, Inge Olsen, Mike Metcalf, Annette Hodgins, Deanna Campbell, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP		
Opening of Meeting	Paul Wheeler	2:00pm		
1. Approval of Agenda & Minutes from 3-10-2016	Paul Wheeler	Approved.		
2. Safety Suggestion Boxes	Paul Wheeler	Paul discussed the “safety suggestions” we received in our suggestion boxes. There were no safety issues to report or to be addressed by this committee.		
3. Emergency Boxes	Paul Wheeler	The emergency boxes at IWV have been located and the supplies have been updated. Paul advised sites to check dates on supplies in emergency boxes and first aid kits. Triple antibiotic ointment, sting pads, and flashlight with batteries should be in all kits. Action: Look into emergency lighting for modular buildings.		
4. Campus Safety Page/Safety award	Paul Wheeler	The committee discussed a campus safety web page to include, Clery stats, safety tips, or campaigns. The committee discussed ways to get more staff and faculty involved, such as a possible SISK link for employees to receive credit for additional safety training or safety awards for staff and faculty that are being pro-active. Action: Discuss Safety web page development with administration.		
5. Department of Homeland Security Partnership	Paul Wheeler	Paul reported with have partnered with the Department of Homeland Security campaign “If You See Something, Say Something” by reporting suspicious activity. Campaign brochures and posters will be available on campus to provide additional information.		
6. AED’s	Paul Wheeler	Paul has been trying to contact Sheila Sheer for a list of employees who need training/updated training.		
7. Great Shake Out	Paul Wheeler	Event date 10-20-16 @ 10:20am. We will be testing the emergency PA phone system during this drill. Paul has requested access and training to the PA system. He will pass the training along to Lisa and Inge at KRV.		
8. Future Meeting Dates		September 8 October 13 November 10	December 8 January 12 February 9	March 9 April 13
9. Adjourn		3:00pm		

Title Paul Wheeler, Safety & Security Coordinator

Recorder Crystal Leffler approved 9-8-16