

SAFETY COMMITTEE MEETING MINUTES

January 30, 2013

In attendance: Jerry Roderick, Alan Chesney, Caroline Miller, Reid Raudenbush, Billie Dodge, Kim Wilson, Iwona Rutecka-Diaz, Jonnie Jenkins, Larry Stahl, Amanda Venable, Lisa Marx, Dave Barr, Mike Davenport, Carl Crowe and Chuck Brandt (Willis of Maryland).

Chuck Brandt from Willis of Maryland, the College insurance brokers, has been invited to join the Safety Committee and provide some guidance on best practices and ways to improve the function and goals of the Safety Committee.

For the remainder of the year, the Committee will be undertaking a reorganizing and restructuring to firm up its Mission Statement establish clear goals and develop a method for tracking accomplishments. It is also important that the Committee be recognizable to the campus and to that end, a web page will be developed to announce the work that is being done and to post the minutes of meetings.

Chuck began by setting forth the 3 main focus points: committee function (operations and communication); hazard identification and accident investigation. Chuck asked if there was a formal mission statement for the Safety Committee and Jerry indicated there was. However, the current committee members have all come aboard after the development of that mission statement and most were unaware of its existence. Kim will send the statement to all committee members for review and discussion at the next meeting. Jerry noted that the Safety Committee was formed in the late 1980's following an OSHA violation. Chuck asked if there is feedback from the College community to the Committee. Caroline and Larry Stahl both indicated that they do receive a lot of feedback and Alan noted that both Faculty and Staff Councils are aware and forward concerns or items of interest. Chuck noted that it is important to tout the accomplishments of the Committee and develop a face on campus to encourage communication from the community.

The fundamentals of the Committee should include representation from all major departments; monthly meetings with agendas, attendance lists and minutes; effective two-way communication with workforce and management; annual training for all members; and decisions by majority vote or designee. Annual objectives should be established at the beginning of the year with a way to measure accomplishment. Chuck reviewed the difference between lagging and leading indicators. A lagging indicator is, for example, when our workers comp premium rate lowers. We have accomplished a decrease in workers comp claims, but we do not see results until *after* occurrence. A leading indicator is when we can identify something that might lead to an accident and correct it *before* it occurs.

Chuck also reviewed proper incident investigation techniques. The most important question to ask is WHY? Once the why is identified, change can be affected. Hazards need to be identified and communicated in order to change behavior. Training is the most ineffective way to modify behavior and behavior is what must be changed to avoid a practice. There was a lot of discussion concerning training vs. behavioral changes. There is some training that must always be done, but how is the appropriate behavior ensured. Are there consequences if a piece of equipment is used incorrectly or proper safety procedures are not adhered to?

The next meeting of the Safety Committee is scheduled for February 27, 2013. The Committee members are asked to define their role on the Safety Committee and be ready to define the Committee's mission statement at that meeting.