Minutes
Safety Committee
February 27, 2013   4:00 PM
Science 120

Present: Calvin Swartzendruber (Chair), Norm Bakhit, , Bill Minter, Clay Shetler, Steve Shantz, Dan Smith

Absent: Al Mackowiac

1. Calvin provided updates on several areas. Several student assistant candidates will be interviewed in the upcoming weeks. Yesterday, Calvin completed a training session with Summit Training Source on how to administer the training web site. The committee looked over the most recent version of the training spreadsheet.   Calvin also shared several reports that will be available once all of the training data is entered into an Access database

2. The committee reviewed the training spreadsheet and provided corrections on supervisors for each area. The Merry Lea reporting structure is complex; Bill will get with Calvin later to go over that.

3. The committee discussed the determination of training requirements. One option is to have a template for each position that automatically generates the requirements. The other is to have each supervisor complete a task assessment at the initial hire and periodically after that. The committee agreed that a hybrid of the two was the best approach, but that ultimately it is the supervisor's responsibility to ensure that those they supervise receive the proper training.

4. Norm noted the All-Employee meeting on April 17 at 10:00 am. This would be one opportunity for Norm to introduce the training programs.

5. Future agenda will include discussion of how the rollout and notifications should happen to garner the most buy-in from employees.

-Calvin Swartzendruber