

Minutes

Safety Committee

March 20, 2013 4:00 PM
Science 120

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

1. The minutes of February 27 were approved with one spelling change.
2. Calvin provided updates on:
 - the work that the Human Resources student assistant is doing
 - progress towards setting up employees and courses on Summit Training Source,
 - compiling a database with employee information and the courses they will take
 - obtaining supervisor information from the Jenzabar database
 - the Accident Fund *Worksafe Toolbox* as a free resource from our insurance carrier
3. There was some discussion regarding an upcoming visit from a representative from our liability insurance carrier regarding an accident involving a student (not an employee). The committee clarified its understanding that liability insurance and Worker's Compensation insurance are different.
4. The committee reviewed the Task Analysis questions. It was suggested that it would be helpful to see the timeline for training; i.e. what training is required immediately, within 10 days, 30 days, etc. The committee decided to not have every employee take First Aid or Slips, Trips, and Falls training. Rather, we will designate certain employees to receive First Aid training, and employees who have a reportable slip or fall accident will be expected to take the Slips, Trips, and Falls training.
5. Calvin gave an overview of the timeline for implementation of the training programs. Of particular interest are the All-Staff Meeting on April 17, an upcoming meeting with supervisors, and planning for summer student employees.
6. The committee discussed how to best introduce the training program to employees. It was agreed that a letter of support from the president would be instrumental. Suggestions were describe the amount of work by the committee to understand the requirements, that we are working hard to make a safe work environment, the convenience of the training, that protecting the viability of Goshen College requires protecting the safety of its employees, and that the three goals are 1) make a safer work environment, 2) reduce workplace injuries, and 3) comply with regulations.