GOSHEN COLLEGE

Minutes
Safety Committee
June 4, 2013   10:00 AM

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

1. The minutes of April 24 were approved.

2. Calvin provided updates in several areas:
   - A meeting was held with supervisors to explain the online training process and the Task Analysis. Once the Task Analysis was completed by supervisors, it was reconciled with the Training Matrix.
   - Online training was assigned for summer Physical Plant student employees, and a shortened group training session was held yesterday.
   - Year-round faculty/staff have been notified of their online training.
   - The last major employee group to begin online training will be student employees this fall.

3. Specific questions relating to training requirements and timelines were discussed:
   - The committee discussed training for student employees at Rec-Fitness Center; specifically front desk, set-up, rock wall crews. It was felt that there may be heavy lifting, hazardous chemicals, hazardous waste, first aid, and bloodborne pathogens training required. Calvin will have Josh Keister complete the Task Analysis.
   - Tim Demant had mentioned in the supervisor meeting that he has staff that he hires for only a day (1-day events), and wanted to know how to handle training for them. Calvin will contact Tim to discuss further.
   - Brian Mast had indicated the desire to develop some policies and procedures for student managers. This would include training. This will be something to work on at a later date once classes start.
   - The Committee recommended that teaching faculty do their online training in the two weeks of contracted time prior to the start of classes.

4. Calvin described how Summit has provisions for clients to upload our own online training modules that are SCORM-compliant. We discussed possible courses we could offer this way, such as golf-cart safety, waste management for Visual Arts, universal waste, and heat & cold Stress. Our insurance companies may also have courses or media that we could use.

-Calvin Swartzendruber