

Date: March 21, 2007
To: Administrative Services Safety Committee (ASSC)
Subject: Minutes (ASSC)
Members Present: Greg Maybury, Jerry Rademaker, Jeff Pestun, Jerry Gunnink.

Note: Next meeting scheduled for May 16th at 10:00AM in Greg's office.

Old Business

1. Campus Service Vehicles - Review of safety procedures for seating of passengers and securing loads was discussed. Safety rules not in place or followed should be brought to the attention of the supervisor.

New Business

1. Loss Control Visit of September 20th, 2006.
 - Supervisors Accident Injury Report. Discussion on a request from Broadspire to add a supplemental Supervisors Accident Injury Report to the current Hope College Accident Injury Report was conducted. The following recommendations were made concerning this request.
 - Continue to use the current Accident Injury Report but make the supervisor of the person filling out the report sign the report. Supervisors should be a part of the process in documenting injuries occurring to their employees as well as taking measures to assure that accidents of similar occurrence are prevented.
 - A step by step guide for the Physical Plant Staff should be developed and put on the web page. Supervisors will be required to follow these guidelines regarding accident and injury reports.
 - Supervisors failing to follow these guidelines may receive evaluation comments for not following safety guidelines.
 - Topic Safety Training. Broadspire has requested that topic safety training be conducted for the following Departments:
 - Maintenance Department
 - Grounds Department
 - Custodial Department
 - Transportation Department
 - CIT Department

Topic Safety Training includes a 15 minute class with a short video or talk on a particular safety topic. For example the Maintenance Department might have a video on Confined Space Procedures or the Grounds might have a talk on push mower safety etc. Two or three such topic training classes could be held each year which would be in addition to the annual training which is conducted in March.

2. Annual Report – The Annual Report prepared by the office of Occupational Health and Fire Safety was reviewed.
 - Workers Compensation - Total recordable injuries were down for 2006. They dropped from 6 to 3 cases.
 - Accident Injury Reports were down for 2006. They dropped from 76 reports to 35 reports.
 - First Aid supply costs stayed constant at \$2809.90 for 2006.
 - Holland Medi Center costs have dropped to \$3956.59. for services provided. The protocols for pre-employment, DOT, Substance Testing, and Workers Compensation cases were reviewed. A question regarding the 75# lift test was asked in regards to physicals. The lift test is still a pass/fail exam. The 75# allows the examiner to evaluate perspective employees who may be masking back or muscle problems. Not being able to lift the 75# does not necessarily disqualify the person.
3. Safety Training Dates have been set for March 28th with a make up date scheduled for April 4th. Employees attending the safety review should arrive at Cook Auditorium in Depree Art Center at 7:00AM and stay until 8:30AM. Employees attending Orientation Class must arrive at 8:30AM and attend till 12:00PM.
4. Safety Committee members, meeting dates, and minutes can be viewed by going to the Occupational Health and Fire Safety webpage at <http://www.hope.edu/admin/safety/committee/index.htm> .
5. Promotional materials put out by the Wellness Councils of America and Positive Promotions were reviewed by the committee. These materials can be used in training as well as promotional material available at the Office of Occupational Health and Fire Safety.