

Date: May 16, 2007

To: Administrative Services Safety Committee (ASSC)

Subject: Minutes (ASSC)

Members Present: Greg Maybury, Lori Mulder, Kevin Kraay, Jerry Rademaker,
Jerry Gunnink.

Note: Next meeting scheduled for Sept 19th at 10:00AM in Greg's office.

Old Business

1. Step by Step Guide for Accident Injury Reports was reviewed by the committee. It is recommended by the committee to make the guide more applicable to the college community and not just to the Physical Plant.
2. Topic Safety Training was reviewed. A power point presentation was viewed that was created for the Grounds Department Student Training. Thank you for the assistance of Ryan Stehouwer and Bob Hunt in making this presentation. Additional topic training classes will be conducted with the Physical Plant Staff in the near future.

New Business

- Kathleen Morkes Claim was briefly reviewed.
- Accident Injury Reports were reviewed. Many slip and fall incidents caused by icy conditions on campus. Talked about how to handle salting and sanding of walks on campus.