

CAÑADA COLLEGE SAFETY COUNCIL AGENDA
June 30, 2005 10:00 AM – 11:30 AM in Building 1 Room 101

Members:

Susan Traynor	Events Coordinator and Chair
Linda Hayes	Dean of Business Division
Pete Katsumis	Lead Security Officer
Danny Glass	Campus B & G, Facilities Maintenance Supervisor
Rachel Corrales	Operations II Lead
Lesli Sachs	Health Services
Alex Andrade	AFSCME Night Representative
Jozsef Veres	AFSCME Day Representative

Guests:

Phyllis Lucas-Woods

View past minutes at: <http://www.canadacollege.edu/inside/safety>

CONTENT	PROCESS	WHO	ACTION	O/C
1) APPROVAL OF THE MINUTES 5/20/05 Meeting				
2) Accident Reports:		Lesli Sachs		
3) Campus Update		Danny Glass		
4) Old Business	Inner Campus phone numbers update.	Susan Traynor		
	Hard phone line locations and status of phones	Susan Traynor		
	Stairs and walkways: striping, handrails	Linda Hayes		
	Condensed Emergency Procedure Sheet	Lesli Sachs		
	Nextel phone training	Rachel Corrales		
	Emergency contact information lamination	Susan Traynor		

CONTENT	PROCESS	WHO	ACTION	O/C
	<p>Recommendation to purchase Defibrillators</p> <p>Recommendation to purchase evacuation chairs.</p> <p>Scheduling CPR and First Aid for Safety Committee and other key campus faculty and staff.</p> <p>Workman's Compensation forms: Who fills these out</p>	<p>Nicolas Carr/ Linda Hayes</p> <p>Susan Traynor</p> <p>Susan Traynor</p> <p>Danny Glass</p>		
5) New Business	<p>First aid Kits</p> <p>Evacuation Maps</p>	<p>Committee</p> <p>Committee</p>		
5) Next meeting 7/28/05	Room 1-101			
ADJOURNED AT:				