

Community College *of* Philadelphia

MEETING MINUTES
Health and Safety Committee
3/25/2024
12:00pm via Zoom
Community College of Philadelphia
1700 Spring Garden Street
Phila, PA 19130

Committee Members Present:

Rasheed Williams, Derrick Sawyer II, Kierra Mobley, Hannah Price, Wendy Kohler, John Wiggins, Elisa King, Melissa Altman-Taub, Juanita Henry, Koi Stevens, Colleen Stanford, Pierre Anderson, Tomi Abayomi, Edward Jordan, Brad Kovaleski, Roberta Massuch

Guests Present:

I. Call to Order

12:02- Rasheed Williams

- Introduction of new Life Safety Coordinator Pierre Andersen
 - Responsible for all life safety systems throughout college
- Introduction of Budget Office Assistant Kierra Mobley
 - Assist with minutes and agenda for the safety committee and risk management
- Kierra Mobley will take minutes of meetings
- Derrick Sawyer will create OneDrive folder for all health and safety committee documents

II. Approval of Minutes

- Investigation into the dizziness of 3 people was concluded that the college was not responsible
- Melissa Altman-Taub did not attend last meeting on 2/23/24

III. Old Business

Discussion: People are not able to see the stairs in the auditorium

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Action Item: Yellow tape has been placed on each step for safety concerns

Discussion: Rodents and droppings are not being disposed of properly

Action Item: Housekeeping should remove rodents and droppings, ext. 8190

Discussion: Incident reports from Allied Staff

Action Item: All incident reports should be sent to Derrick Sawyer for risk management

IV New Business

- Review of student incident reports from February were received by Derrick Sawyer and Koi Stevens
- Derrick Sawyer office was cold and would like updates regarding a fix to the problem
- Office leaking onto counseling office, FAMIS orders are closed without being addressed
- Hannah Price would like it to be noted that the office is constantly leaking onto counseling offices

Discussion: Storage of food in offices

Action Items: Food should be stored in airtight containers and eat in designated eating areas around campus

Discussion: Derrick Sawyer's office is cold and would like an update regarding a fix

Action Items: Put in work order to have heat turned on

Discussion: Offices leaking onto counseling offices

Action Item: Pipes have been replaced over the weekend. John Wiggins will check if the leak persists

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Discussion: Ceiling almost fell onto model in art department, ongoing issue for years

Action Item: John Wiggins noted work will begin on the ceiling within the week

Discussion: Safety committee to update Accidents at Work webpage

Action Item: <https://www.myccp.online/college-policies-and-procedures/accidents-work>

V. Adjournment

1:02pm