March 9, 2011 Attendees:
- **Employer Representatives**
  - David Hobbs - Asst. Director, Facilities & Planning
  - Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)
  - Mark Russell - Manager Smith Memorial Student Union - Auxiliary Services
  - Sinnamon Tierney – Chemistry
  - Kristin Smith – Leave Manager, Human Resources
  - Todd Bauch – Director of Operations, Campus Recreation

- **Employee Representatives**
  - Tom Bennett – Instrument Technician Civil & Environmental Engineering
  - Lindsay Henderson - Biology

**Issues Discussed:**
- The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective Action (actions or recommendations made to address situation or problem)

**Minutes Approved**
- **Narrative:**
  - The Committee approved the February minutes.
- **Personnel Involved:**
  - Safety Committee

**Accident Review**
- **Narrative:**
  - Kristin led Committee in Accident Review report. David H noted that some of the injuries were due to heavy lifting and wondered if there were standards or lifting protocols for job descriptions where lifting was expected. Mark will ask SAIF representative if they have any such standards, David H will check with EH&S for their standards. Committee will review standards at next meeting in hopes of forming a recommendation for PSU employers.
- **Personnel Involved:**
  - Safety Committee

**New Safety Committee Member**
- **Narrative:**
  - Mark announced that the new Committee member was Mike Malmberg from Housing in Auxiliary Services. Mike was not present at meeting for formal introduction.
- **Personnel Involved:**
  - All of safety committee.
- **Corrective Action:**
  - Mark will make sure Mike is added to group listserv and is reminded of next meeting date/time.

**Slip, Trip, Falls**
- **Narrative:**
  - Kristin handed out data going back to 2009 regarding slips, trips and falls on campus. Stairs were the source of most tripping and slipping injuries.
- **Personnel Involved:**
  - All of Safety Committee.
- **Corrective Action:**
  - Committee will conduct a walkthrough of core building stairwells with SAIF representative and make a recommendation for stairwell maintenance where appropriate.

**Fire Inspections**
- David H sent out the Fire Inspection Log and recommended that departments facing fire inspections schedule a pre-inspection walkthrough with Pat Powers to reduce the possibility of violations and fines.

**Other Items**
- **Narrative:**
  - For next meeting, Committee will review stairwell and lifting data and form recommendations to be communicated to employers through Human Resources.
- **Personnel Involved:**
  - All of Safety Committee
- **Corrective Action:**
  - None