April 13, 2011 Attendees:

- **Employer Representatives**
  - Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)
  - Mark Russell - Manager Smith Memorial Student Union - Auxiliary Services
  - Kristin Smith – Leave Manager, Human Resources

- **Employee Representatives**
  - Tom Bennett – Instrument Technician Civil & Environmental Engineering
  - Eric Franklin – Material Labs Coordinator, Fine & Performing Arts
  - Jason Mitchell – Industrial Hygienist, Facilities
  - David Fetter – Unix System Administrator, OIT

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 March minutes.

- **Personnel Involved**: Safety Committee

Accident Review

- **Narrative**: Kristin led Committee in Accident Review report. Very few days of missed work, but a spate of minor injuries, several of which were related to lifting.

- **Personnel Involved**: Safety Committee

Review of SAIF Walkthru

- **Narrative**: Jason reviewed the walkthrough performed by the Safety Committee with the SAIF representative to inspect stairwell safety on campus. The areas visited included EB, SMSU, CH, NH, LH, SB1, SB2 and ML. He recommended more contrast between stairsteps, particularly between a step and a landing. He also recommended stairwells be floored with a no-slip rubber tile surface like the one found in LH and that handrails always be available. He also noted that cold temperature signage is needed for outdoor skybridges.

- **Personnel Involved**: All of safety committee.

- **Corrective Action**: Mark will forward recommendations to Auxiliary Services and Facilities.

Replace Sinnamon’s Membership

- **Narrative**: Sinnamon Tierney has resigned from the Safety Committee. The committee agreed that a replacement was needed from chemistry or one of the related research fields. Bryant also pointed out that the replacement needed to be an unclassified employee. Mark suggested contacting Sinnamon to ask for some nominees that met both criteria.

- **Personnel Involved**: All of Safety Committee.
Corrective Action:
- Mark will ask Sinnamon for some replacement nominations.

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.

Subcommittees:
  Narrative:
- Mark suggested that since there is already an Auxiliary Services safety committee, it made sense to integrate their functions into the campus safety committee and employ them as a subcommittee that can receive directions from and provide information to the Campus Safety Committee. He also recommended creating other subcommittee that could oversee other buildings and areas of safety concern on campus. Other subcommittees recommended by the committee were Facilities, Risk Management, OIT and Lab Safety. The committee was receptive to the idea, though Bryant was skeptical as to whether all these different agencies would agree to form functioning subcommittees that would report to the committee.

Personnel Involved:
- All of Safety Committee

Corrective Action:
- Mark will contact Facilities and Risk Management about the possibility of forming subcommittees and will coordinate inclusion of the Auxiliary Services safety committee. Jason will form an OIT subcommittee and Eric will contact Xavier about some recommendations for a lab safety subcommittee.

Other Items:
- Tom mentioned that there is an earthquake symposium on 5/13 in Hoffmann Hall. Safety Committee members should try to attend.
- David Fetter mentioned that the new website is up and running. Old website can come down.