May 11, 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
  - Robyn Pierce- Director: Facilities

- **Employee Representatives**
  - Tom Bennett – Instrument Technician Civil & Environmental Engineering
  - Jason Mitchell – Industrial Hygienist Facilities
  - Gonzo Grasis- Property & Risk Management: Auxiliary Services
  - Lindsay Henderson- Biology - Liberal Arts & Sciences
  - Eric Franklin- Materials Lab Coordinator: Fine & Performing Arts
  - John?

**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 April meeting minutes.

- **Personnel Involved:**
  - Safety Committee

**Accident Review**

- **Narrative:**
  - Kristin led Committee in Accident Review Report. Very few missed days of work, two staff members had injuries from Athletics. Overall, there have only been 4 to 5 injuries within the last 8 months from the Athletics department. Also, one staff member fell in a hallway at UP, the lighting fixtures were upgraded soon afterwards.

- **Personnel Involved:**
  - Safety Committee

**Risk Management Analysis by Gonzo Grasis**

**Narrative:**
- Discussed the issues of more widespread visibility throughout the campus community regarding policy and procedures for community members who have accidents on campus. Risk management needs to be notified within an appropriate time frame and an accident report with pictures should be filled out on the same day as the accident occurred.

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

- **Corrective Action:**
  - Develop a short two-sentence form to give to the campus community regarding a response to potential accident claims. The response needs to emphasize that all accident reports need to go through risk management within a specified time frame. All PSU personnel should be aware that this form exists and where to find it.
Incident Analysis: Jason Mitchell
- Narrative:
  - The procedures and processes for incident analysis were reviewed and it was found that supervisors are not properly trained to complete an accident investigation. The process, thus far, has not shown consistent and reliable accident reporting.
- Personnel Involved:
  - All of Safety Committee.
- Corrective Action:
  - Short Term: Make a standardized set of procedures as an interim process for work-related accidents/injuries. A checklist should be formulated that provides a set of instructions on how to properly fill out an accident report. This checklist should include the needs for photos and corrective actions. Finally, a log should be put into place for each department to compile information in a more user-friendly way. Gordon (loss control consultant) will draft a potential checklist.

Sinnamon’s Replacement
- Narrative:
  - No replacement has been found for Sinnamon’s position. The replacement should be from administration and preferably from the science departments.
- Personnel Involved:
  - All of Safety Committee
- Corrective Action:
  - Mark Russell or David Hobbes will contact department heads for suggestions. Or, have David nominate somebody as well.

New Business
- Narrative:
  - There have been reports of an increased number of homeless people entering the Engineering Building late at night. Students, faculty, and staff are becoming more concerned. What is the policy of non-PSU community members entering buildings after 5pm?
- Corrective Action:
  - Talk with Don Johansen about hours of high activity for homeless people entering the building. To mitigate the issues targeted sweeps could be provided by CPSO personnel and post conduct procedures around the building.