June 28, 2011 Attendees:

**Employer Representatives**
- Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU): Proxy for Mark Russell
  - Karen Garrison- Senior Benefits Coordinator, Human Resources: Proxy for Kristin Smith
  - Robyn Pierce- Director: Facilities

**Employee Representatives**
- Tom Bennett – Instrument Technician Civil & Environmental Engineering
- Jason Mitchell – Industrial Hygienist Facilities
- Lindsay Henderson- Biology - Liberal Arts & Sciences
- Eric Franklin- Materials Lab Coordinator: Fine & Performing Arts
- Todd Bauch- Student Development - Student Affairs

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 May meeting minutes.

Personnel Involved:
- Safety Committee

Accident Review

Narrative:
- Karen led Committee in Accident Review Report. Very few missed days of work, three staff members had injuries from Food for Thought, UP, and Helen Gordon. These injuries resulted in no missed work days; however, they may result in missed work days in the future. Also, there is a concern regarding student workers and proper lifting procedures/techniques to mitigate their injuries.

Personnel Involved:
- Safety Committee

Corrective Action: Lifting training will be discussed next month with David Hobbes.

Risk Management Analysis

- Tabled for next month with Mark Russell.
  - Narrative: Risk Management sub-committees for departments were discussed as a possible direction for University in the future.
  - Personnel Involved:
    - All of safety committee.
Recurring Issues

Narrative:

- There have been increased complaints regarding people smoking on campus. What policies/procedures are being implemented and enforced to decrease smoking in non-designated areas?

Corrective Action:

- Have Mark Gregory and Mark Russell address these issues for July or August's Safety Committee meeting.

Narrative:

- The incidents of increasing numbers of homeless people in the Engineering Building have been mitigated by changing the locking/unlocking procedures for that building. The building will now be unlocked at 7am and not 6am. Also, the bathrooms have been changed to require access cards for entry.

Narrative:

- The Art Annex has asked that their building be switched to card access only at all hours.

Corrective Action:

- Updated the card access list for all of the Art students that have access to the Art Annex. This list has not been recently updated and may decrease the number of currently unauthorized individuals during non-peak hours.

Narrative:

- 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.

Corrective Action:

- Ask Gonzo Grasis to develop this form.
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Narrative:

- Follow-up with earthquake hazards and non-structural hazard mitigation. Office items that are on high shelves are not being properly secured. Likewise, large heavy machinery items are not being properly secured either.

Corrective Action:

- Have more checklist items that deal with non-structural hazard mitigation be placed on each department's safety checklists. Also, have David Fetter and Mark Russell develop options for more Safety Committee sub-committees that are department specific.

General Information:

- Bryant got a Fire and Safety grant approved through FEMA. The new grant will retrofit all student housing stovetops to add a special temperature regulator to mitigate stovetop fires.