PSU Safety Committee Minutes 9/14/11

9/14/11 Attendees:

**Employer Representatives**
- Darcy Harris (Proxy for Bryant Haley) - Emergency Management Coordinator,
- Mark Russell – Operations Manager, SMSU
- Todd Bauch- Student Development - Student Affairs
- David Hobbs- David Hobbs, Facilities & Planning
- Kristin Smith- Human Resources

**Employee Representatives**
- Tom Bennett – Instrument Technician Civil & Environmental Engineering
- Jason Mitchell- Facilities
- Eric Franklin- Materials Lab Coordinator: Fine & Performing Arts

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 August meeting minutes.

**Personnel Involved:**
- Safety Committee

Accident Review

**Narrative:**
- In July and August there were no high dollar injury claims. Kristin Smith discussed the “return to work program” through SAIF. Several workers were able to return to work with modified duties with the aid of this program. SAIF pays up to $2,500.00 per worker to aid in modified duty adjustments. The reimbursements are very quick and they go through HR.

**Personnel Involved:**
- Safety Committee

Guest Phil Zerzan

**Narrative:** The new director of CPSO came to give the Safety Committee a synopsis of some new changes that are going to be happening for his department. They will be modifying certain services that they have been providing, i.e. lost and found. Likewise, they will be focusing more on health and safety issues for the University. Thus far, their biggest challenge has been to increase their staffing and trainings that they provide.

**Personnel Involved:**
- All of Safety Committee.
SAIF Training

**Narrative:**
- Jason Mitchell discussed the “Safety in Motion” training that he attended with SAIF. It involved teaching simple exercises to employees to decrease their risks of on the job injuries. There were four ½ hour module trainings. SAIF would like to provide the module trainings to all of the safety committee members. SAIF feels that this would be a good way to access a lot of the departments on campus.

**Corrective Action:**
- Possible arrange for SAIF to be at the Benefits Fair in October. They could provide a sign-in sheet to allow faculty and staff the opportunity to sign up for the module trainings.

**Personnel Involved:**
- All of Safety Committee.

Funding Request from FADM

**Narrative:**
- Mark Russell discussed a possible budget from FADM to offer trainings and/or equipment for the Safety Committee. Possible buy icy weather signs to display throughout high traffic areas on campus to mitigate some slips and falls during the winter season. Also, possibly purchase promotional material for the Safety Committee and food/beverages for the SAIF trainings.

**Personnel Involved:**
- All of Safety Committee.

Building Hours

**Narrative:**
- Mark Russell talked about making the building hours more uniformed to mitigate late night loitering of homeless people inside campus buildings. Or, possible making all buildings card access only after hours. Currently, the campus building hours are very erratic and there is a lack of staff to patrol buildings late at night.

**Corrective Action:**
- Form an ad hoc committee to discuss these issues. Todd Bauch and Tom Bennett volunteered to be on the committee. We also need a student representative.

**Personnel Involved:**
- All of Safety Committee
Trainings with SHAC

Narrative:
- The Center for Student Health and Counseling (SHAC) will be offering CPR and First Aid trainings for the campus community. However, they are going to wait on providing First Aid trainings.

Agenda Item for Next Month

- OHSA will be coming soon to perform routine compliance reviews. Also, please review the Safety Committee website for possible areas of improvement.