CAMPUS SAFETY COMMITTEE MEETING  
December 10th, 2017 at 1:00 PM

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Present?</th>
<th>Employee Representatives</th>
<th>Present?</th>
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</thead>
<tbody>
<tr>
<td>Felita Singleton, Chair</td>
<td></td>
<td>Tom Bennett</td>
<td>✓</td>
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<tr>
<td>Director, Veterans Resource Center</td>
<td></td>
<td>Civil and Environmental Engineering</td>
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<tr>
<td>Chad Robertson</td>
<td>✓</td>
<td>Martha Ketcham</td>
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<tr>
<td>Operations Manager, SMSU</td>
<td></td>
<td>International Affairs, Program Assistant</td>
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<tr>
<td>Sarah Kenney</td>
<td>✓</td>
<td>Kale Clauson</td>
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<tr>
<td>Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td>Environmental Science &amp; Management</td>
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<tr>
<td>Karen Kraus</td>
<td>✓</td>
<td>Carey Gibbar</td>
<td>✓</td>
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<td>Human Resources</td>
<td></td>
<td>Preventative Maintenance Planner</td>
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<tr>
<td>Heather Randol</td>
<td>✓</td>
<td>Peter Dusicka</td>
<td>✓</td>
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<tr>
<td>Director, Environmental Health and Safety</td>
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<td>Civil and Environmental Engineering, Professor</td>
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<tr>
<td>Craig Whitten</td>
<td>✓</td>
<td>Erica Hunsberger</td>
<td>✓</td>
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<td>CPSO</td>
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<td>Environmental Health and Safety</td>
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<tr>
<td>Todd Bauch</td>
<td>✓</td>
<td>Charissa Ringo</td>
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<tr>
<td>Student Development, Student Affairs</td>
<td></td>
<td>TRIO Student Support Services, Office Manager/Program Director</td>
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<tr>
<td>Aaron Landreth</td>
<td></td>
<td>OIT, Data Center Specialist</td>
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<td>Sarah Bartlett</td>
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<td>Chemistry, Science Lab Preparator</td>
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<td>Jeffrey Smith</td>
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<td>Diversity and Multicultural Student Services, Executive Assistant</td>
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<tr>
<td>Karin Waller</td>
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<tr>
<td>International Affairs, Executive Assistant</td>
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<tr>
<td>Kim Doty-Harris</td>
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<tr>
<td>Physics, Office Manager</td>
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Ad hoc Attendees:  
Gabrielle Cooper,  
Environmental Health and Safety
Roll Call and Minutes Review
Narrative:

- Roll was taken
- November minutes were reviewed and approved with no changes

Personnel Involved:

- All of Safety Committee

Update on Old Action Items
Narrative:

Ongoing:
- Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility – EHS needs to follow up with Chad Robison
- Heather – Create Safety Committee charter protocol regarding how often we may want to conduct refresher training for continuing members. – Discuss as part of charter review
- Erica – Follow up with Karen B. on the KMC stainless steel parapet cap on patios may burn with skin contact – Revisit in hot weather season
- Heather – Scheduling Incident/Mindfulness training for HGCDC in light of the many recent incidents – In progress
- Heather – Contact Jon D. for Aaron in regards to OIT concerns for sprinkler regulations – In Progress

Personnel Involved:

- All of Safety Committee

Accident Review for September/October/November
Narrative:

- Recordable Injuries for September/October: Update at next meeting
  - A student while maneuvering a hand truck on the Sky Bridge felt a strain in hand as they went over a slope
  - Employee was removing caution tape when an imbedded needle stuck their left hand
  - Employee was carrying bulky item, missed last step on stairs, and rolled right ankle, resulting in sprain.
Employee was getting keys from the key safe when a student working in file drawer to the right, bumped safe door. Caused safe door to close abruptly on little finger of left hand.

- Student cut with broken test tube
- Employee was poked by a nail from broken furniture while picking out compost from the curbside compost bin.
- Employee loosened nuts to lift up stand and it didn't move which hurt their left shoulder, causing it to throb. Certain movements would cause sharp pain to the outer edge of the shoulder. No pain for next 3 days. On day 4 helping with mattress and pain came back very quickly.

Non-Recordable Injuries for September/October: Update at next meeting

- Employee rolled ankle while walking and fell down. Bruised right knee and mildly sprained left ankle. EE applied ice and elevated. Medical intervention was not necessary.
- Plumber went into restroom to check on plumbing issues and discovered issue with toilet flush. Went back to shop to get tools and was informed not to return to restroom to work. Room needed to be decontaminated due to statement of person saying they had MRSA (staph bacterial infection).
  - Corrective actions: Lock bathroom door, more accurate warning sign
- Carpenter, removed carpet, rec. call 11/1/17 advising flooring contained asbestos
- Student, removed carpet and residue off flooring, advised of asbestos exposure
- Student, unloading FAB 25 dump buggies, advised of asbestos exposure
- Electrician, asbestos exposure while pulling wire in FAB 25
- Electrician, asbestos exposure while working in FAB 25
- Librarian, while walking from the second floor to lobby and exit, missed stair(s), falling on left ankle, resulting in sprain
- Carpenter climbed up on 3’-4’ duct. While lowering body felt pull in right shoulder socket.
- Student was recycling and put surface of table on top edge of the trash bin to push it in. Was a small handle on bottom of surface that prevented it from falling into bin, but instead came back and hit worker in the neck/throat, resulting in contusion.

Comments:
- Dumpster Space in review

Personnel Involved:
- Karen Kraus and all of Safety Committee

Facilities & Construction Safety Committee Update

Narrative:
- December inspection: Systems shop
CAMPUS SAFETY COMMITTEE MEETING
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- Snow plow Meeting
- Leslie invite to Campus Safety Meeting

Personnel Involved:
- Erica Hunsberger all of Safety Committee

Safety Committee Inspection Findings:
- Next Inspection: HGCDC
  - Preferably Before Noon: Gabrielle, Kim Harris, Chad Robertson, Jeffrey Smith, Charissa Ringo – Has been scheduled for Dec 14th
  - Scheduling Incident/Mindfulness training for HGCDC in light of many incidents - Heather

Personnel Involved:
- All of Safety Committee

Safety Committee Charter Review
- University systems contract – Void
- Invite athletics?
- Add refresher training clause?
- Look up regulations and contract for bargaining unit
- Chair says one term but we have been doing 2
  - Nomination process discussion
- Combined roles and activities? Clarity required

Personnel Involved:
- All of Safety Committee

Rounds: New Safety Concerns/Announcements:

Aaron Landreth – Nothing to Report

Sarah Kenney – Pedestrian safety: Art trailers using art-building restrooms are walking through the parking lot. Portland Parks and Recreation meeting to take action on some of the park blocks bigger issues.

Carey G. – New spaces: Trailers, Transient safety concerns, additional lighting for evening traffic

Tod B. – Working with Emma stocker for campus rec which opened 30 min before campus alert goes out, working on a triangulation plan

Karen Kraus – Nothing to Report
Erica H. – Nothing to Report
Gabrielle C. – Nothing to Report
Craig W. – New chief
Peter D. – Nothing to Report
Heather R. – Nothing to Report
Tom Bennett – Nothing to Report
Karen Waller – Nothing to Report
Kim Dotty-H. – What are the requirements/actions when there are multiple incidents while corrective actions are in progress?
Jeffrey Smith – Campus will be closed except badge access: Holiday notice 2017 Email miscommunication/clarification

Summary of November Meeting Action Items:

Completed:
- Generate a general safety blanket statement for campus wide newsletters incorporating seasonal and annual campus event safety. – Off
- Erica – Talk to Karen B. in regards to the large carpet in the Broadway KMC entrance has curling edges which is a trip hazard – Done
  - Built in carpets are not big enough, custodial said they will be more cognizant of curling edges

Ongoing:
- Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility – EHS needs to follow up with Chad Robison
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- Erica – Follow up with Karen B. on the KMC stainless steel parapet cap on patios may burn with skin contact – Revisit in hot weather season
- Heather – Scheduling Incident/Mindfulness training for HGCDC in light of the many recent incidents – In progress
- Heather – Contact Jon D. for Aaron in regards to OIT concerns for sprinkler regulations – In Progress
- Erica – Invite Leslie Walters to Campus Safety Meeting for dumpster concern update
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Meeting Adjourned at 2:10 p.m.
Next Meeting: January 10th, 1:00 p.m.