CAMPUS SAFETY COMMITTEE MEETING
June 14, 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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<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>
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<td>Civil and Environmental Engineering</td>
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<tr>
<td>Mark Russell</td>
<td>✓</td>
<td>Jim Stapleton/David Fetter</td>
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<td>Operations Manager, SMSU</td>
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<td>Office of Information Technology</td>
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<td>Karen Barnack</td>
<td>✓</td>
<td>Kale Clauson</td>
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<td>Facilities &amp; Construction Safety Manager,</td>
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<td>Environmental Science &amp; Management</td>
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<td>Environmental Health &amp; Safety</td>
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<td>Karen Kraus</td>
<td>✓</td>
<td>Carey Gibbar</td>
<td>✓</td>
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<td>Human Resources</td>
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<td>Trades Maintenance Coordinator</td>
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<td>Heather Randol</td>
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<td>Peter Dusicka</td>
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<tr>
<td>Director, Environmental Health and Safety</td>
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<td>Civil and Environmental Engineering</td>
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<td>Craig Whitten</td>
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<td>Erica Hunsberger</td>
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<td>CPSO</td>
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<td>Environmental Health and Safety</td>
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<td>Todd Bauch</td>
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<td>Student Development, Student Affairs</td>
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Ad hoc Attendees:

Gabrielle Cooper, Environmental Health and Safety

Kevin Pelatt, Office Manager, Veterans Resource Center

AGENDA

Roll Call and Minutes Review
Narrative:

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

Personnel Involved:

- All of Safety Committee
Update on Old Action Items

Narrative:

- Follow up on UP needle stick – EHS
  o Heather followed up with housekeeping and EHS will be providing Blood Borne Pathogen training for UP housekeepers in multiple languages
- Notify Phil Zerzan and CPSO staff of negative asbestos results for samples taken at NH fire – Heather Randol
  o Done
- Email suggested additional items for earthquake preparedness for inspection checklist, and Committee to consider them at a future meeting – Emma Stocker: Still Pending
- Check with EHS lab safety staff to confirm if they already include seismic safety items in their lab inspection checklist – Heather Randol
  o Done, they do include seismic safety on their checklist
- Slips, Trips, Falls tool/checklist to EHS website – EHS can add a STF page and link to SAIF site – Pending
- Karen Kraus will check into employee orientation training involving Slips, Trips, and Falls – HR can add PowerPoint slide with PSU injury statistics. SAIF STF pamphlet can be added to binder materials – Update at next meeting
- Karen Kraus – Safety Committee participation in annual Wellness Fair – update at next meeting
- Submit article to Currently and Virtual Viking for October 1st for STF awareness – EHS will submit
- Reach out to Events Staff for STF awareness when setting up events, particularly for events in the Parks Blocks – Mark to reach out to event staff to include STF training along with Safe Lifting Training for event staff

Personnel Involved:

- All of safety committee

Ideas for Increasing Visibility of Safety Committee

Narrative:

- Suggestion to develop a general safety newsletter for all campus departments, safety concerns would be varied on seasonal hazards.
- Suggestions on circulation of information regarding how to report injury incidents and make a claim for general campus student workers and staff.
- Promote manager training/additional information regarding safety precautions in the workplace; through handout packets, reminders etc.
Action Items:

- Felita reach out to Sarah Johnston in HR regarding the promotion of manager safety training and “grab and go” injury packets
- Karen Kraus provide “grab and go” injury packet resources to Felita
- Generate a general safety blanket statement for campus wide newsletters incorporating seasonal and annual campus event safety
- Felita reach out to University Communications in regards to seasonal article submission in the Currently and Virtual Viking

Personnel Involved:

- All of Safety Committee

Accident Review for May

Narrative:

- Recordable injuries for May include:
  - A researcher tripped on a variation in the sidewalk while canvasing; fell and landed on right arm and hand, suffered fracture, bruises, and abrasions; affected their work as they are right handed.
  - Housekeeper in UPL while moving a TV knocked over a lamp, and fell onto right knee as they went to grab it; pain developed requiring medical services.
  - Student clerk/cashier was startled and knocked over a previously filled tea cup with hot water onto their legs; 2nd degree burns, put on leave for a few days.
  - Housekeeper at UP heard a “bop” in their right knee while pushing cart; painful to walk.
  - A teacher assisting a child in the bathroom of HGCDC tried to prevent the child from falling. The teacher’s jerk reaction caused lower back and hip pain.

- June Recordable Injuries to date:
  - Electrician’s repetitive motion from electrical work and use of hand tools resulted in tennis elbow in both arms.

- Non-Recordable Injuries:
  - Office worker ran into a dolly cart in a cubical area while looking in the other direction; scraped/bruised left shin.

Personnel Involved:

- Karen Kraus and all of Safety Committee
Facilities & Construction Safety Committee Update

Narrative:

- Replacing two members on the committee for the CPC and Systems seats.
- Concerns/announcements: For upcoming dry season, watch out for smoldering fires on campus. Landscaping is currently being trained to handle smoldering fires but not fires where flames have been ignited. Please note date, time, and location, then provide info to Jon Davis. For small smoldering fires contact FPM work order center at 5-2349. For open flame fires, call 911.
- Updates on campus roof/fall hazard assessments – In Progress

Action Items:

- Post inspection checklist on google shared drive – Karen B.
- Acquire number of reported smoldering fires for 2016-2017 from Jon Davis

Personnel Involved:

- Karen Barnack and all of Safety Committee

Safety Committee Inspection:

- June inspection will be the SMSU basement. Volunteers for inspection include: Felita, Kevin, Carey, Mark, Jon, Erica, Gabrielle
- Required New Safety Committee Member Training: Felita, Kevin, Erica

Action Items:

- Safety Committee training for Felita, Kevin and Erica and find out if Peter has been trained – Karen B.

Personnel Involved:

- All of Safety Committee
CAMPUS SAFETY COMMITTEE MEETING
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Summary of June Meeting Action Items:

- Email suggested additional items for earthquake preparedness for inspection checklist, and Committee to consider them at a future meeting – Emma Stocker: Still Pending
- Slips, Trips, Falls tool/checklist to EHS website – EHS can add a STF page and link to SAIF site – Pending
- Karen Kraus will check into employee orientation training involving Slips, Trips, and Falls – HR can add PowerPoint slide with PSU injury statistics. SAIF STF pamphlet can be added to binder materials – Update at next meeting
- Karen Kraus – Safety Committee participation in annual Wellness Fair – update at next meeting
- Reach out to Events Staff for STF awareness when setting up events, particularly for events in the Parks Blocks – Mark to reach out to event staff to include STF training along with Safe Lifting Training for event staff
- Felita reach out to HR regarding the promotion of manager safety training and “grab and go” injury packets
- Karen Kraus provide “grab and go” injury packet resources to Felita
- Required new Safety Committee member training for Felita, Kevin, and Erica and find out if Peter has been trained – Karen B.
- Acquire number of reported smoldering fires for 2016-2017 from Jon Davis
- Felita reach out to University Communications in regards to seasonal article submission in the Currently and Virtual Viking
- Generate a general safety blanket statement for campus wide newsletters incorporating seasonal and annual campus event safety
- Post inspection checklist on google shared drive – Karen B.

Meeting Adjourned at 2:28 p.m.