CAMPUS SAFETY COMMITTEE MEETING
July 12, 2017 at 1:00 PM

Employer Representatives | Present? | Employee Representatives | Present?
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Felita Singleton, Chair  
Director, Veterans Resource Center |  | Tom Bennett  
Civil and Environmental Engineering | ✓
Mark Russell  
Operations Manager, SMSU | ✓ | Jim Stapleton/David Fetter  
Office of Information Technology |  
Karen Barnack  
Facilities & Construction Safety Manager,  
Environmental Health & Safety | ✓ | Kale Clauson  
Environmental Science & Management |  
Karen Kraus  
Human Resources | ✓ | Carey Gibbar  
Trades Maintenance Coordinator | ✓
Heather Randol  
Director, Environmental Health and Safety |  | Peter Dusicka  
Civil and Environmental Engineering | ✓
Craig Whitten  
CPSO |  | Erica Hunsberger  
Environmental Health and Safety | ✓
Todd Bauch  
Student Development, Student Affairs | ✓ |  
Ad hoc Attendees:
Gabrielle Cooper, Environmental Health and Safety

AGENDA

Roll Call and Minutes Review
Narrative:
- Roll was taken
- June minutes were reviewed and approved with no changes.

Personnel Involved:
- All of Safety Committee
Update on Old Action Items

Narrative:

- Email suggested additional items for earthquake preparedness for inspection checklist, and Committee to consider them at a future meeting – Emma Stocker: Pending

- Slips, Trips, Falls tool/checklist to EHS website – EHS can add a STF page and link to SAIF site
  - Update: Erica created a draft web page. Comments/suggestions: Add PSU STF injury statistics, comment on brick walkway safety on campus (wet surface, rushing, running etc.), add link to SAIF STF training video.
  - Request to have direct link on HR webpage for injury forms. Also add additional link to HR forms from EHS webpage.

- 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: Karen K. to follow up on EHS material presented during new employee orientation.

- Felita – Safety Committee participation in annual Wellness Fair
  - Update: Felita has not yet heard back from Human Resources, 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.
  - Update: Larger discussion is needed on policy change (requiring safe practices in set up and accessibility) and coordination with the scheduling office. Mark to bring up at next meeting.

- Felita reach out to HR regarding the promotion of manager safety training and “grab and go” injury packets – pending

- Karen Kraus provide “grab and go” injury packet resources to Felita – injury report, 801 etc.
  - Update: Karen K. to follow up with Sarah

- Required new Safety Committee member training for Felita, Kevin, and Erica and find out if Peter has been trained. – Karen B.
  - Update: Training completed, with exception of Kevin who is adhoc member.
  - Question: How long is membership term? Check charter for membership information.
  - Suggestion to conduct refresher training on a regular basis for standing committee members. Check charter and determine how often.

- Acquire number of reported smoldering fires for 2016-2017 from Jon Davis
  - Update: Roughly 20 last year, this year smoldering fires will be more accurately tracked
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- Felita reach out to University Communications in regards to seasonal article submission in the Currently and Virtual Viking – Pending

- Generate a general safety blanket statement for campus wide newsletters incorporating seasonal and annual campus event safety – Pending

- Post inspection checklist on google shared drive – Karen B. - Done

Action Items:
- Erica – add comments/suggestions from committee to STFs draft web page.
- Karen K. – Check into having a direct link on the HR webpage for injury forms.
- EHS - Add additional link to HR injury forms from EHS webpage.
- Karen K. - Follow up on EHS material presented during new employee orientation.
- Mark – Discuss STFS, safe practices in event set up and accessibility at next meeting with Scheduling/Events Office.
- Check charter for Safety Committee membership term.
- Check Safety Committee charter regarding training and determine how often we may want to conduct refresher training for continuing members.

Personnel Involved:

- All of Safety Committee

Accident Review for June
Narrative:

- Recordable injuries for June include:
  - An Associate Professor tripped over a couple of steps, falling and injuring left ankle, right knee, and right leg. Torn ligaments in left ankle.
  - Executive Assistant experiencing progressive numbness in fingers
  - Assistant Teacher walking two children fell down, injuring left knee. Pain and contusion of left knee, unable to bend and walk.
  - Maintenance Mechanic was carrying boxes through a door, boxes started to slip, used arm to stop the door, the suction effect from another opening door caused door to slam on their right arm. Discussed utilizing ADA access button to open door, prop door open with door stop, utilize hand cart instead of carrying multiple boxes.
  - Student Worker was removing carpet squares with a tile scraper when it slid under, and cut a temp worker above the knee while they were helping to pull back the carpet; required stitches. Discussed unsafe work practice, lack of training for new staff in safe work procedure, and pre-task planning.
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- Non-Recordable Injuries:
  - A Campus Security Officer stepped out of door without realizing there was a significant 4-5” drop. Left knee bent backwards developing pain a half hour later. Warning sign already exists on the door. Someone else was holding open the door, so the individual did not see the drop.
  - While working from a ladder in a tight space and tightening with a crescent wrench, the wrench slipped off and hit the employee on their forehead; minor laceration. Supervisor will review ladder safety.

Personnel Involved:
- Karen Kraus and all of Safety Committee

Facilities & Construction Safety Committee Update

Narrative:
- Reminder went out to scaffolding competent persons regarding inspection procedures.
- Cramer Hall sub-basement Safety Committee inspection focused on construction area and OIT space.

Personnel Involved:
- Karen Barnack and all of Safety Committee

Safety Committee Inspection:
- SMSU OIT Space: Findings included sprinkler heads/light fixture proximity, exit lights out, blocked strobe, seismic bracing needed on shelving, door stops in use.
  - Request for clarification from Jon Davis regarding use of door stops. Update inspection checklist, as needed.
- SMSU basement kitchen space: Findings included exit signs needed, seismic bracing needed on shelving, broken floor tiles, blocked exit, obstructed pull station, open junction box, missing ceiling tiles, water heating strapping needed.

Action Items:
- Request for clarification from Jon Davis regarding use of door stops. Update inspection checklist, as needed.

Personnel Involved:
- All of Safety Committee

Rounds: New Safety Concerns/Announcements:

Karen K. – Nothing to report
Todd – Nothing to report
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Peter – Nothing to report
Carey – Who is responsible for the “All clear” signal when there is an event such as the recent SRTC break in? Unclear on FPM’s role.
Mark – Annual Report for Safety Committee is needed
Tom – Nothing to report
Erica – Nothing to report
Gabrielle – Nothing to report
Karen B. – Felita discussed first aid kits with Emma Stocker and the possibility of Stores stocking some supplies. This will be discussed at a future workshop meeting. The Emergency Management website states that a departmental planning template is “coming soon”.

Action Items:

- Karen – Inquire/clarify who gives the “All clear” signal when there is an event such as the recent SRTC break in.

Summary of July Meeting Action Items:

- Emma Stocker - Email suggested additional items for earthquake preparedness for inspection checklist, and Committee to consider them at a future meeting.
- Erica – Add comments/suggestions from committee to EHS’s STFs draft web page.
- Karen K. – Check into having a direct link on the HR webpage for injury forms.
- EHS - Add additional link to HR injury forms from EHS webpage.
- Karen K. – Update on adding STFs information to new employee orientation.
- Karen K. - Follow up on EHS material presented during new employee orientation.
- Felita – Update on Safety Committee participation in annual Wellness Fair.
- Mark – Discuss STFS, safe practices in event set up and accessibility at next meeting with Scheduling/Events Office.
- Felita reach out to HR regarding the promotion of manager safety training and “grab and go” injury packets.
- Karen K. - Provide “grab and go” injury packet resources to Felita – injury report, 801 etc. Follow up with Sarah.
- Check charter for Safety Committee membership term.
- Check Safety Committee charter regarding training and determine how often we may want to conduct refresher training for continuing members.
- 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.
- Request clarification from Jon Davis regarding use of door stops. Update inspection checklist, as needed.
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- Karen B. – Inquire/clarify who gives the “All clear” signal when there is an event such as the recent SRTC break in.
- Karen B. – Add Erica to google shared Safety Committee folder and check for other members to update as well.
- Karen B. – Create new Safety Committee meeting invite, ask others to delete initial

Meeting Adjourned at 1:53 p.m.
Next Meeting: August 9th, 1:00 p.m.