<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Present?</th>
<th>Employee Representatives</th>
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<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>Mark Russell</td>
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<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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<tr>
<td>Karen Barnack</td>
<td>✓</td>
<td>Kale Clauson</td>
<td></td>
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<tr>
<td>Facilities &amp; Construction Safety Manager, Environmental Health &amp; Safety</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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<tr>
<td>Human Resources</td>
<td></td>
<td>Trades Maintenance Coordinator</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</td>
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<tr>
<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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<tr>
<td>Todd Bauch</td>
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<tr>
<td>Student Development, Student Affairs</td>
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**Ad hoc Attendees:**

Gabrielle Cooper, Environmental Health and Safety

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**AGENDA**

**Roll Call and Minutes Review**

**Narrative:**

- Roll was taken
- July minutes were reviewed and approved with one change.

**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 meetings – Heather is discussing specifics with Emma Stocker
- Erica – Add comments/suggestions from committee to EHS’s STFs draft webpage.
  - Done, added: STF statistics, safety video, injury report form link, and other resource links
- Karen K. Check into having a direct link on the HR webpage for injury forms. – Website updating
- Karen K. Update on adding STFs information to new employee orientation. – Transition to Heather
- Karen K. – Follow up on EHS material presented during new employee orientation. – Transition to Heather
- Felita Update on Safety Committee participation in annual Wellness Fair. – Transition to Karen B.
  - Ask Gina to put table next to SAIF and make sure SAIF is attending
  - Wellness fair is on 10/20
- Mark – Discuss STFS, safe practices in event set up and accessibility at next meeting with Scheduling/Events Office. – Update next meeting
- Felita reach out to HR regarding the promotion of manager safety training and “grab and go” injury packets.
  - Karen P. updated web page with links in place of safety packets – Website updating
  - Erica add links to EHS website
- Check charter for Safety Committee membership term.
  - Done. A member must have at least a one year term.
- Check Safety Committee charter regarding training and determine how often we may want to conduct refresher training for continuing members.
  - Does not specify
  - Heather create proposal
- Felita reach out to University Communications in regards to seasonal article submission in the Currently and Virtual Viking. – Check in when fall term starts
- Generate a general safety blanket statement for campus wide newsletters incorporating seasonal and annual campus event safety. – In progress
- Request clarification from Jon Davis regarding use of door stops. Update inspection checklist, as needed. – Use of doorstops are discouraged, clarifying with Jon
- Karen B. – Inquire/clarify who gives the “All clear” signal when there is an event such as the recent SRTC break in. – Karen Powell follow up meeting with CPSO
- Heather – Work on Annual Safety Committee Report with Felita – In progress
- Karen B. Create new Safety Committee meeting invite, ask others to delete initial – Clarification: Delete individual account
Accident Review for June
Narrative:

- **Recordable injuries for June include:**
  - Adjunct: while working at Mt Hood Kiwanis Camp strained their neck during a fall
- **Non-Recordable Injuries:**
  - Arotek Temp: Student co-worker struck employee while removing floor tiles
  - Finance Manager: Slipped in human fecal matter while climbing down stairway, caught themselves on the hand rail and sprained/strained their back
  - Student Worker: Ladder was leaning improperly on wall; ladder started to fall and was caught by another student who injured their arm catching it.
  - Employee: Tripped and fell due to loose sandal straps while rushing; soreness on left side including, foot, ankle, arm, back, hip, neck, knee, and shoulder
  - Student Worker: Assisting the removal of broken window glass lightly punctured glove on thumb. Looked for cut resistant gloves but used puncture resistant as cut resistant were unavailable.
  - Employee: Was working from the lowest step of a 2 foot ladder. When they stepped off the ladder they stepped onto plastic sheeting that was left by a contractor who was working in the same space. Employee fell on their left side.

Facilities & Construction Safety Committee Update
Narrative:

- Creating mission statement
- Creating dumpster yard PPE sign in regards to pervious injuries occurring in the yard without proper PPE and disposal procedures

Safety Committee Inspection:

- Next Inspection: East Hall – Erica, Todd, Felita, Carey, Gabrielle
CAMPUS SAFETY COMMITTEE MEETING
August 9, 2017 at 1:00 PM

Personnel Involved:
• All of Safety Committee

Rounds: New Safety Concerns/Announcements:

Karen K. – Nothing to report
Felita – Nothing to report
Peter – Nothing to report
Carey – Sending out asbestos survey results to committee
Heather – EHS consultant visiting shops for machine/equipment guarding
Tom – Check south green house in regards to EHS consulting visits for machine/equipment guarding
Erica – Nothing to report
Gabrielle – Nothing to report
Karen B. – Nothing to report

Summary of August Meeting Action Items:

• Email suggested additional items for earthquake preparedness for inspection checklist, and Committee to consider them at a future meetings – Heather is discussing specifics with Emma Stocker
• Karen K. Check into having a direct link on the HR webpage for injury forms. – Website updating
• Karen K. Update on adding STFs information to new employee orientation. – Transition to Heather
• Karen K. – Follow up on EHS material presented during new employee orientation. – Transition to Heather
• Felita Update on Safety Committee participation in annual Wellness Fair. – Transition to Karen B.
• Karen B. – Ask Gina to put table next to SAIF and make sure SAIF is attending
• Mark – Discuss STFS, safe practices in event set up and accessibility at next meeting with Scheduling/Events Office. – Update next meeting
• Karen B. updated web page with links in place of safety packets; Send Erica links in place of safety packets
• Erica – Add links to EHS website
• Heather – Create Safety Committee charter protocol regarding 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. – Check in when fall term starts
• Generate a general safety blanket statement for campus wide newsletters incorporating seasonal and annual campus event safety. – In progress
• Request clarification from Jon Davis regarding use of door stops. Update inspection checklist, as needed. – Use of doorstops are discouraged, clarifying with Jon
• Karen B. – Inquire/clarify who gives the “All clear” signal when there is an event such as the recent SRTC break in. – Karen Powell follow up meeting with CPSO
• Heather – Work on Annual Safety Committee Report with Felita – In progress
• Karen B. Create new Safety Committee meeting invite, ask others to delete initial – Clarification: Delete individual account

Meeting Adjourned at 2:20 p.m.
Next Meeting: September 12th, 1:00 p.m.