## AGENDA

### Roll Call and Minutes Review

**Narrative:**

- Roll was taken
- New vacant position on committee, previously held by Mark Russell
- August minutes were reviewed and approved with minor changes.

**Personnel Involved:**

- All of Safety Committee

---

**Employer Representatives** | **Present?** | **Employee Representatives** | **Present?**
--- | --- | --- | ---
**Felita Singleton, Chair**  
Director, Veterans Resource Center | ✓ | **Tom Bennett**  
Civil and Environmental Engineering | ✓
**Vacant Position**  
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 | | |
Update on Old Action Items

Narrative:

Completed:
- 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 – Done
- Heather – Update on adding Slips Trips and Falls information to new employee orientation. – Added two slides including EHS – Done
- Karen – Procured Slips Trips and Falls brochures for HR and wellness fair stall
- Heather – Follow up on EHS material presented during new employee orientation. – Done
- Karen – Update on Safety Committee participation in annual Wellness Fair.
  - Create Slips Trips and Falls statistics board for EHS stall at wellness fair
- Karen B. – Ask Gina to put table next to SAIF and make sure SAIF is attending – Done
- Karen K. updated web page with links in place of safety packets; Send Erica links in place of safety packets – Done
- Erica – Add links from EHS website to Safety Committee website; link to HR – Done
- Request clarification from Jon Davis regarding use of door stops/wedges – Do not use on self closing/fire doors – Done
- 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 – Carey will follow up, Discussed, Done/Completed
- Karen B. Create new Safety Committee meeting invite, ask others to delete initial – Clarification: Delete individual account – **One last reminder to delete old Krystal Tanner Google calendar invite**

Ongoing:
- Karen K. Check into having a direct link on the HR webpage for injury forms. – Website updating – Revisit at a later date
- Mark gone. Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility
- 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
- 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
  - Felita sending out 3 links for charter statement reference
- Heather – Work on Annual Safety Committee Report with Felita – In progress

Personnel Involved:
- All of Safety Committee
Accident Review for August
Narrative:
- Recordable Injuries for August/September:
  - Student worker while getting into a van for an event, driver moved the van, worker slipped and the wheel went over left foot.
  - Childcare assistant was moving shelves in a closet. Unscrewed one of the large ones and it slipped off its brackets (too small) and fell on foot breaking two toes.
  - IT consultant while climbing stairs going around a corner, twisted left knee. Iced it for a couple of hours and then took the bus home because it was painful to ride a bike. Sought medical services.
- Non-Recordable Injuries for August/September:
  - Training specialist typed curriculum for 3.5 hours Friday, and 6 hours Saturday, resulting in injury to neck and left arm.

Personnel Involved:
- Karen Kraus and all of Safety Committee

Facilities & Construction Safety Committee Update
Narrative:
- Next inspection is Karl Miller Center mechanical spaces and roof
- Committee of three working on facilities charter, add info on webpage
- Safe driving policy roll out, training and process
- No facilities injuries

Personnel Involved:
- Karen Barnack and all of Safety Committee

Safety Committee Inspection Findings:
- East Hall – Erica, Todd, Gabrielle
- Reevaluating fire escapes and lack of exit signs
- Some egress routes were blocked in offices spaces
- Fire extinguisher placement work order for 18” clearance
- Erica send out EH 9/5/2017 inspection report to Felita

Personnel Involved:
- All of Safety Committee
CAMPUS SAFETY COMMITTEE MEETING
September 13, 2017 at 1:00 PM

Rounds: New Safety Concerns/Announcements:

Karen B. – Karl miller sprinkler failure down elevator shaft, Lock Out Tag Out, and damaged electrical spaces

Felita – Nothing to report

Carey – New FPM positions available, Send out job description to Felita

Heather – OSHA Visit, ladder was an inch and a half to narrow – Heather update next meeting after report is received

Tom – Nothing to report

Erica – Nothing to report

Gabrielle – Nothing to report

Karen K. – Left Early

Kale – Left Early

Summary of September Meeting Action Items:

- Karen B. – Procured Slips Trips and Falls brochures for HR and wellness fair table
- Karen B. – Create Slips Trips and Falls statistics board for EHS stall at wellness fair
- One last reminder to delete old Krystal Tanner Google calendar invite
- Heather – Update on OSHA Visit regarding ladder safety
- Erica – Send out East Hall 9/5/2017 inspection report to Felita
- Carey – Send out job descriptions to Felita for recent vacant FPM positions

Ongoing

- Karen K. Check into having a direct link on the HR webpage for injury forms. – Website updating – Revisit at a later date
- Mark gone. Follow up with new SMSU representative on Slips, Trips and Falls and safe event set up and accessibility
- 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
- 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
  - Felita sending out 3 links for charter statement reference
- Heather – Work on Annual Safety Committee Report with Felita – In progress
CAMPUS SAFETY COMMITTEE MEETING
September 13, 2017 at 1:00 PM

- Needs minor editing, vote at next meeting

Meeting Adjourned at 2:15 p.m.

Next Meeting: October 11th, 1:00 p.m