CAMPUS SAFETY COMMITTEE MEETING
June 8, 2016 at 1:00 PM

Employer Representatives | Present? | Employee Representatives | Present?
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Mark Russell, Chair  
Operations Manager, SMSU | ✓ | Carey Gibbar  
Trades Maintenance Coordinator | |
Karen Barnack  
Facilities & Construction Safety Manager,  
Environmental Health & Safety | ✓ | Jim Stapleton (for David Fetter)  
Office of Information Technology | ✓
Karen Kraus  
Human Resources | ✓ | Eric Jensen  
Fine Arts | |
Heather Randol  
Director, Environmental Health and Safety | | Krystal Tanner  
Transportation and Parking Services | ✓
Nick Welch  
CPSO | ✓ | Lindsay Henderson  
Biology | |
Todd Bauch  
Student Development, Student Affairs | ✓ | Peter Dusicka  
Civil and Environmental Engineering | |
Jon Davis  
Fire Prevention Manager,  
Environmental Health & Safety | | Tom Bennett  
Civil and Environmental Engineering | ✓
Ad hoc Attendees:
Raychel O’Hare  
Student Worker, Environmental Health & Safety | |

AGENDA

Roll Call and Minutes Review
Narrative:

- Minutes approved with the following changes
  - Indicate that Lindsay was absent from last meeting

Personnel Involved:

- All of Safety Committee
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Accident Review for May
Narrative:

- Revised report from May – two new incidents
- Late claim made from April – student worker at HGCDC
  - Twisted ankle retrieving toy from planter
- Additional May claim – instructor fell down stairs in SBA classroom
  - No serious injuries
  - Accident, no corrective action necessary
- Karen Barnack – another one to add, it wasn’t reported because the employee never went to the doctor
  - The front of a mail cart was lifted up by a roll-up loading dock door, then the cart slipped off and slammed down on their foot
  - No medical attention sought by employee; first aid – ice only
  - Caution tape has been added to the floor to indicate clearance area
    - Are there other areas like this that people are aware of?
- iSTAR, CLSB, SRTC

Personnel Involved:

- Karen Kraus and All of Safety Committee

Safety Committee Chair: Nominations and Election
Narrative:

- This is Mark’s last meeting as chair of the committee
- Floor opened for nominations:
  - Krystal (nominated by Heather)
  - Lindsay (nominated by Heather)
  - No other nominations
- Lindsay is not present and would be unfair to include her in a vote when she is not present
- Krystal accepts nomination
  - Krystal unanimously voted in as the next chair
  - Heather will meet with her once a month to discuss the upcoming agenda, support, etc.

Personnel Involved:

- All of Safety Committee
Annual Safety Committee Report
Narrative:

- The Annual Report is submitted to the Vice President’s Office and details inspections, accomplishments, activities, etc.
- Last year’s report will be used as a template
  - Include things like integrating the Facilities Safety Committee, etc.
  - Mark, Krystal, and Heather will meet regarding content and formatting

Personnel Involved:

- Mark Russell and All of Safety Committee

Quarterly Inspection:
Narrative:

- Original plan was to inspect Millar Library
- Now planning on Harder House and Honors
- Wednesday June 15th 10:30-11:30am
- Participants: Karen, Krystal, Mark, Jon
- Karen updated list of potential inspection spaces with Emma Stocker’s recommendations

Personnel Involved:

- Karen Barnack, and All of Safety Committee

Facilities Safety Committee Update
Narrative:

- Five new members
- This is the first time members have been replaced after completing their term
- Training for new members was held last week
  - Karen is updating training materials, which can be used for this committee’s trainings as well
- Inspection coming up next week – Landscaping Yard
- Carey completed his term on the Facilities Safety Committee, but will stay on this committee
Personnel Involved:

- Karen Barnack and All of Safety Committee

**Update on Old Action Items**

**Narrative:**

- Todd – the correct pipe has been marked with tape in PS1 (overhead hazard)
- Todd/Karen Kraus – the Rec Center employee incident has been resolved
- Karen/Jon – the Inspection Form is being updated, but Heather would like to hold off discussion until she and Jon can attend the committee meeting
- Karen – Ruben has been followed up with to make sure Mark’s students are included in ladder training later this summer
- Heather – Ideas for College of the Arts Safety Committee members are being discussed
- Karen – the SAIF meeting has been rescheduled for next week. She and Heather will be working with Dawn Jacobs on training for HGCDC employees.

Personnel Involved:

- All of Safety Committee

**New Business/Safety Concerns**

**Narrative:**

- Nick – CPS needs a fire extinguisher, there was not one included in the remodel
- Karen – Construction updates
  - PSC is underway
    - There have been indoor air quality concerns that are being addressed.
    - They will proceed with major demo and work after finals are done.
    - Karen has been talking to contractors a lot about construction activity in the Park Blocks. If you see speeding, no spotters for moving vehicles, open fences, etc. notify Karen
    - The Park Blocks will continue to be used as usual – it is a busy area, lots of kinds of activities, people on cell phones, etc.
    - The field turf removal is also in progress
  - Blackstone cycle station will be starting up in about two weeks
  - Cramer Hall well project between CH and SMSU – fences going in, bike racks taken out
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- SBA
  - Harrison St. will be blocked off soon for work
  - Bicyclists must use barricaded space on Montgomery St, not street itself (for contractor only)

Personnel Involved:

- All of Safety Committee

Action Items

- Heather - meet with Krystal (new chair) to discuss the upcoming agenda, etc.
- Mark, Krystal, and Heather - meet regarding content and formatting of annual report
- Karen/Jon – update on the new Inspection Form
- Karen/Heather – HGCDC safety training update
- CPSO needs a fire extinguisher
- Heather – College of the Arts Safety Committee member

Meeting Adjourned at 1:35pm