CAMPUS SAFETY COMMITTEE MEETING
November 9, 2016 at 1:00 PM

<table>
<thead>
<tr>
<th>Employer Representatives</th>
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<tr>
<td>Mark Russell</td>
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<td>Krystal Tanner, Chair</td>
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<td>Operations Manager, SMSU</td>
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<td>Transportation and Parking Services</td>
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<td>Karen Barnack</td>
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<td>Jim Stapleton/David Fetter</td>
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<td>Facilities &amp; Construction Safety Manager, Environmental Health &amp; Safety</td>
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<td>Office of Information Technology</td>
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<td>Karen Kraus</td>
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<td>Kale Clauson</td>
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<td>Human Resources</td>
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<td>Environmental Science &amp; Management</td>
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<td>Heather Randol</td>
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<td>Carey Gibbar</td>
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<td>Director, Environmental Health and Safety</td>
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<td>Trades Maintenance Coordinator</td>
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<td>Craig Whitten</td>
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<td>Lindsay Henderson</td>
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<td>Todd Bauch</td>
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<td>Peter Dusicka</td>
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<td>Student Development, Student Affairs</td>
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<td>Civil and Environmental Engineering</td>
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<td>Tom Bennett</td>
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Ad hoc Attendees:

Jon Davis
Fire Prevention Manager, Environmental Health and Safety

AGENDA

Roll Call and Minutes Review
Narrative:

- Edits:
  - Heather to follow up with Karen Kraus regarding MCB trip incident from last meeting. Heather spoke to someone who tripped by the front stairs, not the parking garage.
    - Update: Karen confirmed that these are two separate incidents.
  - Quorum not initially met
    - Karen Kraus arrived late, which provided enough members for quorum. October minutes were then voted on and approved.
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Personnel Involved:

- All of Safety Committee

Facilities Safety Committee Update
Narrative:

- Heather giving updates on behalf of Karen Barnack.
- There were several student worker injuries lately and as a result the committee has been talking about prevention and training.
- There was a discussion about what to inspect next. SRTC basement was brought up, but there are lots of inspections coming up for that building so they have decided to do Cramer basement boiler room.
- The committee is reviewing the new Safe Driving Policy, which Heather has also sent around to FPM, CPC, Todd, and other departments for review.
  - It will be a campus wide policy, which might be rolled out at beginning of the year if comments come back without too many big concerns.

Personnel Involved:

- Heather Randol and All of Safety Committee

Portland Safety Committee Conference
Narrative:

- Krystal attended sessions about safety committee basics – she has slides if anyone is interested.
- Jon went to a seminar about the predicted Cascadia earthquake. It covered the importance of preparedness as campus and individuals - the more prepared you are at home the more useful you will be at work
- Jon also attended a session on active shooters. There were people in audience that had no clue how serious it is inside the area.
- Jon has asked the Cascadia and active shooter trainers to come give talks to campus – he will keep the committee posted if this becomes possible.

Personnel Involved:

- All of Safety Committee
Update on Old Action Items

Narrative:

- Krystal - see if there are any students in TAPS that might be able to do minutes this quarter.
  - There are no students available. Heather has indicated that an EHS student should be available next quarter.
- Karen B./EHS - follow-up on Little Vikings Daycare fractured toe injury.
  - Shoes are not allowed in infant room, which led to the toe injury. The staff came up with the solution of keeping the chairs pushed in. They are doing a good job given the situation.
- Karen B./EHS - review foot/ankle injury in Urban Plaza.
  - The employee’s access to the main steps was blocked by a large group, so she went around them using the big steps (which are meant to be used as benches, not steps). No further action unless the group has any ideas.
- Karen B. - check with Scott Jaqua regarding recommendation for December safety committee inspection area.
  - The committee talked about inspecting iSTAR in December, but it has an upcoming fire inspection - iSTAR and all of SRTC and SB1. In addition, EHS has a new lab safety person starting (Lindsay Henderson) who will be creating a lab inspection program, so it might be good to find a non-science building to inspect.
    - What about residence halls? Maybe Ondine? Focus on basement, kitchen, shops, etc.
    - Ondine Annex Engineering Shop was inspected a year or two ago, so that area could be skipped and focus on other areas.
    - There were no objections to that idea. The committee should talk to housing first.
- Heather - driving policy, update on rollout.
  - The Safe Driving Policy was already discussed. Is this committee interested? Heather will send out a link to the webpage if anyone is interested (this is not a live link, hidden page).
- Suggestion from Kale to remind individuals in science buildings about proper glass disposal for the safety of individuals dumpster diving.
  - Was there follow up on this?
- Karen B. - Reach out to Emma Stocker about including specific emergency issue, falling off roof and hanging from fall protection gear, in emergency operations plan.
  - Karen checked in with Emma and found out it goes under the EHS Fall Protection Program, not the Emergency Operations Plan, which is meant to span multiple departments (which this could, but it is more of a safety issue).
    - EHS is working on developing a Fall Protection Program. They have been working on a lot of upgrades and changes, such as the EB,
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Broadway, and SB1 roofs. Maybe committee should inspect a roof after the rails are up?
  - Buildings can be built with tie offs and 24” parapet instead of much more expensive 48” parapet. It is easier for maintenance to have the taller parapets, but the former option is usually selected due to cost.

Personnel Involved:
  - All of Safety Committee

Accident Review
Narrative:

- Reportable Incidents
  - There were a couple of injuries with no documents, just a heads up from SAIF that medical reports were received. They are the last two reportable listings:
    - On 10/21/2016 a professor was treated, the nature of accident or injury is unknown.
    - On 10/20/2016 a coordinator was treated for a swollen knee while participating in a conference for work.
  - Uncomfortable Ankle – An employee in the Child Welfare Partnership filed a claim for an uncomfortable left ankle that developed from June – October. Reported as a dull ache, which the employee insists is from work.
  - Needle Stick – On 10/16/2016 a custodian in University Place had an unprotected needle stick from a customer’s needle improperly disposed of in the trash.
    - The custodial supervisor followed up with Heather/EHS about what to do. She had previously worked in health care and had done all the necessary steps, and is also working on a corrective action. The incident occurred in a public-access bathroom with no sharps disposal containers. The custodians would like to get wall mounted sharps container in all restrooms off public areas.

- Non-reportable Incidents – 3 student workers
  - Toe – In USB, a student worker was moving a large metal desk out of the first floor elevator and dropped the desk on their toe resulting in bleeding and bruising.
    - Heather – Karen Barnack followed up the incident and found out that the worker was doing a job two people should have been doing and not wearing safety toe shoes. EHS has been working on this for a long time. This department has lots of turnover and the manager is hesitant to buy safety items - it should be done. The University keeps PPE it purchases
when employees leave. All employees are supposed to turn in their gear when they leave – taxable benefit.

- OSHA regulations about what the employer has to provide, but FPM and CPC have their own policy about providing specific PPE.
  - Bite – On 10/26/2016 a HGCDC student worker had a child bite their forearm while sitting in their lap.
  - Strained Back – On 11/1/2016 a HGCDC student worker was helping a child with a new diaper when the child dropped their body to floor and worker hung on to them resulting in strained back.

- Question follow up for Karen Kraus from Heather regarding the fall in MCB. It was determined to be someone in Foundation and they have their own policy. So, it was a different person.

**Personnel Involved:**

- Karen Kraus and All of Safety Committee

**Next Inspection Location**

**Narrative:**

- See Old Action Items – talk to Housing about inspecting Ondine basement, kitchen, and shops – not engineering shop.

**Personnel Involved:**

- All of Safety Committee

**New Business/Other Items**

**Narrative:**

- HVAC turned off hoods for service and didn’t inform anyone. Hoods alarms were going off throughout SRTC. What is the procedure? When all the alarms go off, do we need to evacuate?
  - Heather – EHS needs to create a procedure for departments. Scott has talked to FPM about giving notice for scheduled work. On Monday, the system went crazy, there was no known work. Heather will double check – she hadn’t heard about maintenance.
- Is there someone on campus to talk to about parking garage air quality? Dr. Linda George in ESM is an air quality specialist (connect to Tim Wright?).
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Action Items

- Talk to Housing about inspecting Ondine basement, kitchen, and shops in December.
- Heather – Send out link to Safe Driving Policy page for committee to review.
- Follow up on reminding science buildings about proper glass disposal due to dumpster incidents.
- Heather – Double check on the HVAC incident in SRTC. Procedure for when hoods alarm?
- Parking garage air quality follow up? Discuss with Tim Wright?

Meeting Adjourned at 1:50 p.m.