<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Present?</th>
<th>Employee Representatives</th>
<th>Present?</th>
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<tbody>
<tr>
<td>Todd Bauch</td>
<td></td>
<td>Carey Gibbar, Chair</td>
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<tr>
<td>Associate Director Campus Rec, Student Affairs</td>
<td></td>
<td>Facilities Property Management, Preventative Maintenance Planner</td>
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<tr>
<td>Shaun Kohn</td>
<td></td>
<td>Martha Ketcham</td>
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<td>Operations Manager, SMSU</td>
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<td>Student Activities and Leadership, Office Coordinator</td>
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<td>Sarah Kenney</td>
<td></td>
<td>Tom Bennett</td>
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<tr>
<td>Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td>Civil and Environmental Engineering, Developmental Engineer</td>
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<tr>
<td>Jeffrey Rook</td>
<td></td>
<td>Peter Dusicka</td>
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<tr>
<td>Director, Environmental Health and Safety</td>
<td></td>
<td>Civil and Environmental Engineering, Associate Professor</td>
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<tr>
<td>Craig Whitten</td>
<td></td>
<td>Erica Hunsberger</td>
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<tr>
<td>Lieutenant, CPSO</td>
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<td>Environmental Health and Safety</td>
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<tr>
<td>Leslie Walters</td>
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<td>Jeffrey Smith</td>
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<tr>
<td>Facilities Property Management, Landscape Supervisor</td>
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<td>Diversity and Multicultural Student Services, Executive Assistant</td>
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**Employee Representatives Present?**

<table>
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<tr>
<th>Assignment</th>
<th>Name</th>
<th>Department</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>OIT, Data Center Specialist</td>
<td>Aaron Landreth</td>
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<td></td>
<td></td>
<td>OIT, Data Center Specialist</td>
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<tr>
<td>Accessibility and Leaves Administrator, Human Resources</td>
<td>Karin Waller</td>
<td>International Affairs, Executive Assistant</td>
<td></td>
</tr>
<tr>
<td>Student Information Systems Analyst, Office of the Registrar</td>
<td>Jenna Wilson</td>
<td>Auxiliary Services, Viking Pavilion General Manager</td>
<td></td>
</tr>
<tr>
<td>Data &amp; Operations Coordinator, Transportation and Parking Services</td>
<td>Carith Wiseman</td>
<td>Development Administration, College of Education</td>
<td></td>
</tr>
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</table>

**Ad hoc Attendees:**

Risto Rushford, Student Worker, EHS
CAMPUS SAFETY COMMITTEE MEETING
December 11, 2019 at 1:00 PM

Roll Call and Minutes Review
Narrative:
- Roll was taken
- November meeting minutes approved with minor changes

Personnel Involved:
- All of Safety Committee

Announcements:
Narrative:
- Chairperson, Carey G., leaving PSU at end of this month

Update on Old Action Items
Narrative:
- Erica: Follow-up with how to address seismic bracing in campus moves
  - Discussed with Jeff R. - Complete
- Erica: Follow-up with Jeff R. to discuss possible sources of budgeting for committee
  - Discussed with Jeff R.; Possibly incorporate budget from EHS - Complete
- Jeff R./Carey G.: Meet to review charter updates for approval at next meeting - Complete
- All of safety committee: Review proposed changes and prepare to finalize at next meeting - Complete

Accident Review
Narrative:
October
Reportable
- Housekeeping employee found unresponsive after work hours. Sent to hospital, no time lost.

November
Reportable
- Employee smashed their hand between ladder and an exposed pipe while pulling a tall library ladder around a corner
- At HGCDC an employee was at a corner spooning soup into bowls and had their right elbow pushed in by a bussing container operated by another individual
- Employee removing graffiti with MEK and vapors/secondary spray caused both eyes to become irritated
- Employee hit with hammer when breaking a metal rack

Non-reportable
- Employee was cleaning the garbage area after a fire when prying up a melted plastic, their finger got jammed between the metal pole. Employee felt pop and sharp pain in right middle finger
CAMPUS SAFETY COMMITTEE MEETING
December 11, 2019 at 1:00 PM

December
Reportable

- Employee was using a leaf blower when dog feces inadvertently got in their eyes. Employee went to urgent care to seek treatment (per supervisor).
- Student employee Media Relations pricked in hand when getting toilet cover in restroom. Went to OHSU for testing/treatment

Non-reportable

- Employee slipped and fell 6-8 stairs landing on back and left arm, slipped in puddle of urine.
- Employee injured pinky finger in ERG staff dodgeball tournament. Finger swollen, bruised, unable to bend
- Opened drawer in the lab and a loose piece of Formica scraped top of left hand left a cut
- Opening a saw and a hand bumped sharp corner on the wall-mounted tube rack cutting back of hand.

Nominations for Committee Chairperson
Narrative:

- Scope of Chairperson:
  - Meet with Jeff and Erica week prior to meeting to prepare agenda (½ hour each week)
  - Send/respond to emails regarding safety
  - Correspond with EHS regarding relevant action items
  - Total investment ~ 4 hours/month
- Nominations:
  - Leslie Walters
- Vote to install interim chair for remaining term, review charter first and then vote, or postpone the vote until the next meeting?
  - Review the charter first and then vote
- Vote to approve Leslie W. as interim Chairperson to service the remaining term
  - All members in favor, motion approved

Charter Review
Narrative:

- SS1 clarify Environmental Health & Safety is a Department
- SS2 no issues
- SS3 no issues
- SS4 remove mention of secretary, as administrative functions for Safety Meeting are handled by EH&S
- SS5
  - 5.1 Committee members
    - Clarify student employees, not general students
CAMPUS SAFETY COMMITTEE MEETING
December 11, 2019 at 1:00 PM

- Clarify, a person from sub-committees should be represented (be aware of and able to be represented) at committee meetings
  - 5.3 Vice Chairperson optional
    - Should we elect new VC today?
      - Erica: position should be mandatory
      - Jeff: move to make position mandatory
        - All committee members in favor
  - 5.4 Alternate Members (Proxies)
    - Emphasize importance of representation, but not hard requirement
    - Alternate members only have voting rights if they are representing a permanent committee member in absence

- SS6 Committee Membership
  - Emphasize need for representation from EHS, CPS and HR
  - Insert section for annual outreach to departments to solicit representation/involvement?

- SS6 Attendance
  - Members should attend at least 8/12 meetings
  - Telecommutes and proxies count as attendance
  - Members should be aware of how communication to Google group goes out to everyone
  - EHS Director authority to replace members of CSC?
    - Administrative support
    - Reaches out to Dept. Head for appointed members to clarify that person’s involvement
    - Clarify to “in consultation with”?

- SS7 Committee Roles
  - Clarify “as needed” for non-mandatory items

- SS8 no issues

- SS9 Committee Communications
  - Clarify communications to non-committee administrators as needed for reporting of issues and committee recommendations

- SS10 Charter Review no issues

- Vote to approve with minor changes: unanimous

**Meeting Minutes Format Change Proposal**

**Narrative:**

- Members reviewed changes and agreed to new format
- Still to be converted to PDF after each meeting

**Personnel Involved:**
CAMPUS SAFETY COMMITTEE MEETING
December 11, 2019 at 1:00 PM

- All of Safety Committee

**Rounds: New Safety Concerns/Announcements:**

- Carey G: Does CPSO have a reporting method for incidents like the student employee who experienced a sharp prick in restroom?
- Todd B: ASRC will be closed
- Jeff R: Some power outages Dec 20th: Millar Library, Peter Stott and Research greenhouse will have shutdown 10pm-2am for maintenance
  - Also at Cramer Hall for maintenance by outside contractors
  - Building updates:
    - SB1 is ranked 3rd in state for project funding of a full remodel and will include sections of SRTC
    - Stratford Hall to be demolished over summer (CPC)
    - Harder House to be demolished
- Leslie W: Facilities is ready for potential inclement weather
  - No slips/trips/falls reported
- Carey G: Google Drive ownership, to be followed up on (delegated to Jeff)

**Summary of Meeting Action Items**

**Narrative:**

- Jeff R.: Determine ownership of committee Google drive

Meeting Adjourned at 2:30 p.m.

Next Meeting: January 8th, 1:00 p.m.