# CAMPUS SAFETY COMMITTEE MEETING

December 12th, 2018 at 1:00 PM

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Present?</th>
<th>Employee Representatives</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Todd Bauch</strong>&lt;br&gt;Associate Director Campus Rec, Student Affairs</td>
<td>✓</td>
<td><strong>Carey Gibbar, Chair</strong>&lt;br&gt;Facilities Property Management, Preventative Maintenance Planner</td>
<td>✓</td>
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<tr>
<td><strong>Shaun Kohn</strong>&lt;br&gt;Operations Manager, SMSU</td>
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<td><strong>Martha Ketcham</strong>&lt;br&gt;Student Activities and Leadership, Office Coordinator</td>
<td>✓</td>
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<td><strong>Sarah Kenney</strong>&lt;br&gt;Construction &amp; Real Estate, Executive Administrative Coordinator</td>
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<td><strong>Kale Clauson</strong>&lt;br&gt;Environmental Science &amp; Management</td>
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<td><strong>Karen Kraus</strong>&lt;br&gt;Human Resources, Leave Administrator</td>
<td>✓</td>
<td><strong>Tom Bennett</strong>&lt;br&gt;Civil and Environmental Engineering, Developmental Engineer</td>
<td>✓</td>
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<td><strong>Jeffrey Rook</strong>&lt;br&gt;Director, Environmental Health and Safety</td>
<td>✓</td>
<td><strong>Peter Dusicka</strong>&lt;br&gt;Civil and Environmental Engineering, Associate Professor</td>
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<td><strong>Craig Whitten</strong>&lt;br&gt;Lieutenant, CPSO</td>
<td>✓</td>
<td><strong>Erica Hunsberger</strong>&lt;br&gt;Environmental Health and Safety</td>
<td>✓</td>
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<td><strong>Leslie Walters</strong>&lt;br&gt;Facilities Property Management, Landscape Supervisor</td>
<td>✓</td>
<td><strong>Jeffrey Smith</strong>&lt;br&gt;Diversity and Multicultural Student Services, Executive Assistant</td>
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<th><strong>Aaron Landreth</strong>&lt;br&gt;OIT, Data Center Specialist</th>
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</thead>
<tbody>
<tr>
<td><strong>Jack Dorkey</strong>&lt;br&gt;Accessibility and Leaves Administrator, Human Resources</td>
<td>✓</td>
<td><strong>Karin Waller</strong>&lt;br&gt;International Affairs, Executive Assistant</td>
</tr>
<tr>
<td><strong>Lorenzo Guzman</strong>&lt;br&gt;Student Information Systems Analyst, Office of the Registrar</td>
<td>✓</td>
<td><strong>Jenna Wilson</strong>&lt;br&gt;Auxiliary Services, Viking Pavilion General Manager</td>
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<td><strong>Carith Wiseman</strong>&lt;br&gt;Development Administration, College of Education</td>
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**Ad hoc Attendees:**

**Sierra Schmidt**<br>Student, Environmental Health and Safety
CAMPUS SAFETY COMMITTEE MEETING
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Roll Call and Minutes Review
Narrative:

- Roll was taken
- November minutes reviewed with minor changes

Personnel Involved:

- All of Safety Committee

Update on Old Action Items
Narrative:

Ongoing:

- All – Please review Annual report before the end of December – annual report was reviewed and the motion for it to be submitted passed.
- Carey – Look into the status of the Reuse room and contact Martha – the Reuse room was verified open as of December 11th.
- Erica – Contact HGCDC regarding leaf piles and set up Safety in Motion training – most of the leaves were cleared out by Lesley.
- Erica – Suggestion to add stickers to the needle boxes for who to call or contact when a box is full – ongoing.

Personnel Involved:

- All of Safety Committee

Accident Review
Narrative:

October Reportable

- Repetitive use injury. Symptoms occur with typing and keyboard use. Left hand, wrist and arm symptoms include numbness, weakness in fingers, difficulty grasping, discomfort, tingling or burning, cramping, swelling and pain.
- Cleaning filing cabinet and scraping off tape with a razor blade. The razor blade slipped out of hand and cut the top of left thumb.
- Tripped over large box in path, resulting in a sprained knee and bruising.
- Turned on stairs to return to locker to retrieve hat after changing into uniform. Mis-stepped and fell to landing, spraining ankle.
Non-reportable

- While tipping tables’ upright, lost grip of second one. Long edge of table landed on top of right foot.
- Right index finger tip caught between closer arms of auto door closer.
- While doing second sound check before the concert, EE stepped backwards and fell off the stage, landing on tailbone and clipping shoulder on the seats.

November

Reportable

- Employee delivering a package to Shattuck Hall slipped and fell while leaving, behind the Annex of Shattuck, and sprained their foot. They returned to work six days later. A potential safety concern of dust accumulating on the stairs from the plaster lab was discussed. It was also noted that other stairs were reported wet a day earlier. And so these stairs may have also been wet.
- An employee at the Helen Gordon Center cut their index finger whilst cutting an orange for children, while in the kitchen. They returned to work later that day.

Non-reportable

- Individual slipped down interior stairs and hit their back in Shattuck Hall on the 28th while heading to a meeting.

Personnel Involved:

- Karen Kraus and all of Safety Committee

Safety Committee Inspection:

Previous Inspection of Urban Building completed and discussed.
Next Inspection: Not discussed.

Rounds: New Safety Concerns/Announcements:

Carey – Revisited the announcement of the official Ground Breaking for the new seven story building. While work has proceeded, it was stated that the official Ground Breaking ceremony day will be January 11th.

Jenna – Mentioned needing more information on the Winter Lights Festival. While a fair amount is still unknown the following was discussed. The hours of operation will be 6 pm – 10 pm, and all of the projectors and extension cords will be stored at night. There will be large art
installations which have been approved, another display which will potentially be featured are elevated fire pits which are not yet approved, and some displays which have been rejected. In order to address various concerns and to finalize the planning for the event, there will be more meetings to follow.

Erica – Nothing to report

Karin – Stated that Jack needed to be added to the group folder so that he could access incident reports. Erica did so during the meeting.

Jack – Nothing to report

Jeffrey – Mentioned that on December 18th High Hazardous Chemical Neutralization of some quite strong chemicals will occur. This operation will be set up near West Heating Plant and will impact the Peter W. Scott Athletics Center and field additionally. The process will begin at 5 am, and thusly should have low impact to campus. Lesley mentioned that he would discuss plans and procedures regarding work with Laurel.

Tom – Nothing to report

Craig – Nothing to report

Carith – Mentioned that the Graduate School of Education has had its name changed to College of Education, this change has been reflected in the Meeting Minutes document. Also mentioned that the full-time Fire Warden has left this position and thusly has decided to train 5-6 people. Jeffery mentioned that he would review this training program. Karin added that in an email from Taylor, there was outdated information on contacts for Fire Wardens in various buildings.

Lesley – All hands on deck meeting after this meeting for inclement weather concerns. Also mentioned a January 2nd Winter Light Festival facilities meeting. Additionally, the safety issue of fires starting was revisited and it was stated that fires are still being lit but individuals camping in these areas were potentially moved.

Martha – Gender Neutral restrooms on the Mezzanine of Smith Memorial Student Union are closed for the duration of the break due to non-PSU affiliated individuals camping there. Additionally revisited last months’ safety concern of individuals sleeping under tables in the Quiet Prayer Room; the table was replaced with a different table that will hopefully discourage sleeping and discussion is occurring on whether to lock the room to restrict access or not. Tom added that an incident at Smith Memorial Student Union this week prompted removal of non-PSU affiliated individuals.

Karin – Glass window at KMC did not appear to have anything there yesterday, could be wrong. Carey added that the work order he submitted said the work was complete, and that he would confirm after the meeting.
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Todd – Campus Rec will have delayed openings in correlation to poor weather, depending on city activities, as to allow the campus to have enough time to release inclement weather warnings and to limit employees coming to work on days the campus has been closed.

Annual Report:
Overview of 2017 Report

Carey: Remove mention of Jeffrey being appointed and Carey being elected

Annual Report approved to be submitted

Summary of Meeting Action Items

Narrative:
• Jeffrey – Contact the Helen Gordon Center to discuss repeated injuries in kitchen to discuss potential safety training and to discuss if staff have Food Handlers’ Cards.
• Carey – Begin the draft for the 2018 Annual Report
• Jeffrey – Review program for Fire Warden training

Personnel Involved:
• All of Safety Committee

Meeting Adjourned at 1:41 p.m.

Next Meeting: January 9th, 1:00 p.m.