CAMPUS SAFETY COMMITTEE MEETING

August 12, 2015 at 1:00 pm

**Employer Representatives:**

- Mark Russell – Operations Manager, SMSU
- Todd Bauch – Student Development – Student Affairs
- Miguel Bautista – Fire and Life Safety Officer, Environmental Health and Safety

**Employee Representatives:**

- Lindsay Henderson – Biology
- Carey Gibbar – Trades Maintenance Coordinator
- Krystal Tanner – Transportation and Parking Services
- Peter Dusicka – Civil and Environmental Engineering
- Tom Bennett – Civil and Environmental Engineering
- David Fetter – OIT
- Nick Weltch – CPSO

**Ad hoc Attendees:**

- Raychel O'Hare - Environmental Health and Safety support member

**Absent Members:**

- Eric Jensen - Fine Arts
- Olivia Preston – ASPSU
- Justin Heath – ASPSU
- Heather Randol - Environmental Health and Safety Director
- Kerry Gilbreth – Human Resources

**Issues Discussed:**

**July Minutes**

**Narrative:**

- Roll was taken
- The July Minutes were approved.
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Personnel Involved:
• Mark Russell and All of Safety Committee

Accident Review for June/July
Narrative:
• Electronic copy of incidents sent from Kerry Gilbreth, who was unable to attend
• Incidents were mainly ergonomic/behavioral – lifting, tripping, etc.
• One person lacerated their finger with a saw
• Total work days missed = 17.5

Personnel Involved:
• Mark Russell and All of Safety Committee

Quarterly Building Inspection Schedule
Narrative:
• OMSI will be inspected next and Ondine will be inspected the following quarter
• Heather will be putting together details for the inspection and will be in touch
  o Lindsay, Tom are interested in attending the OMSI inspection

[correction – the engineering lab/shop at Ondine are on the schedule for our next inspection]

Personnel Involved:
• Mark Russell and All of Safety Committee

Safety Committee Annual Report
Narrative:
• The annual report was emailed to the committee and reviewed individually
• Since there were not enough votes to approve it, the report was reviewed again
• Vote to approve and send report – unanimously approved and will be sent out
• The goals from the annual report will begin to be imbedded into meeting agendas so they are addressed throughout the year
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- Mark Russell and All of Safety Committee

CPR Training: Dates for August
Narrative:
- Heather sent out an email with class dates for CPR this month
  - See her email for details on how to sign up

Personnel Involved
- Mark Russell and All of Safety Committee

SBA Construction
Narrative:
- Carey – Skanska will be using Loco Locos space as their construction office
- Carey – The area marked off will be the perimeter for project – see map posted outside the site
- Miguel – there will eventually be a crane, the map is also posted online, fire alarms will get demoed starting this week, the sky bridge will be getting demoed soon as well
- The biggest thing is people need to be paying attention to signage and use the sidewalks
- Charles Carlton is in charge of putting up extra signage, etc.

Personnel Involved
- Mark Russell and All of Safety Committee

Other Items
Narrative:
- Campus Emergency Evacuation Plans/Fire Warden updates – Smith, Millar, and FAB will be the first buildings to have plans developed
- There will be a large training for all of those past and present that will be fire wardens
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- Miguel could probably have some information for the tenant meeting at Smith, but it won’t be finalized
- Miguel will be meeting with Heather and Brian Roy next week to discuss plans
- Departments will have their own plan and EHS will help coordinate
- Miguel is not emergency management, while he will help where he can, Heather is the contact for other requests (earthquake preparedness), fire and life safety is the priority for now

Personnel Involved
- Mark Russell and All of Safety Committee

Action Items
- Mark will send out the Annual Report
- Heather will coordinate plans for the next inspection at OMSI and will contact Lindsey and Tom (volunteered to go) [correction – Ondine]
- Miguel could probably have some preliminary information for the tenant meeting at Smith

Meeting Adjourned at 1:20 pm