# CAMPUS SAFETY COMMITTEE MEETING
August 14th, 2019 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></td>
<td></td>
<td>Carey Gibbar, Chair</td>
<td>✓</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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<td><strong>Shaun Kohn</strong></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><strong>Sarah Kenney</strong></td>
<td></td>
<td>Tom Bennett</td>
<td>✓</td>
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<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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<td><strong>Jeffrey Rook</strong></td>
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<td>Peter Dusicka</td>
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<tr>
<td>Director, Environmental Health and Safety</td>
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<td>Civil and Environmental Engineering, Associate Professor</td>
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<td><strong>Craig Whitten</strong></td>
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<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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<td><strong>Leslie Walters</strong></td>
<td>✓</td>
<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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<td><strong>Employee Representatives</strong></td>
<td>Present?</td>
<td>Aaron Landreth</td>
<td>✓</td>
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<tr>
<td><strong>Jack Dorkey</strong></td>
<td></td>
<td>Karin Waller</td>
<td>✓</td>
</tr>
<tr>
<td>Accessibility and Leaves Administrator, Human Resources</td>
<td></td>
<td>International Affairs, Executive Assistant</td>
<td></td>
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<tr>
<td><strong>Lorenzo Guzman</strong></td>
<td>✓</td>
<td>Jenna Wilson</td>
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<tr>
<td>Student Information Systems Analyst, Office of the Registrar</td>
<td></td>
<td>Auxiliary Services, Viking Pavilion General Manager</td>
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<tr>
<td><strong>Phillip Lafrenz</strong></td>
<td>✓</td>
<td>Carith Wiseman</td>
<td>✓</td>
</tr>
<tr>
<td>Data &amp; Operations Coordinator, Transportation and Parking Services</td>
<td></td>
<td>Development Administration, College of Education</td>
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**Ad hoc Attendees:**

- Karen Kraus, Proxy for Jack Dorkey, Human Resources
- Sierra Schmidt, Student, Environmental Health and Safety
- Tayler Workman, Proxy for Jeff Rook, Fire Prevention Coordinator, Risk Management
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**Roll Call and Minutes Review**

**Narrative:**
- Roll was taken
- June meeting minutes approved with minor changes

**Personnel Involved:**
- All of Safety Committee

**Update on Old Action Items**

**Narrative:**

**Ongoing:**
- Carey: Reach out to Jason Franklin at Campus Planning: in-progress
- Carey: Follow-up with the Graduate Student Union and other unions to determine if committee representatives will be added: in-progress
- All: Review and provide comments on the charter: completed

**Accident Review**

**Narrative:**

**July**

**Reportable**
- Employees were moving toilets, one toilet basin was not drained, the extra weight caused it to fall on an employee’s fingers, causing a fracture and laceration
- Slip and fall in FAB, SAIF is involved but no follow-up has been found yet
- Dental hygienist treated patient in wheelchair at SHAC, and as they were pushing the wheelchair it slipped backwards and cut their finger due to a pinch—Erica following up
- Employee in SHAC was using the paper cutter and cut themselves
- Employee was pushing a countertop into a dumpster and it hit their throat

**Non-reportable**
- Employee was doing overhead work, resulting in a sore elbow and shoulder
- Acupuncturist had an incident with an acupuncture needle

**August**

**Reportable**
- An acupuncturist picking up dirty sheets from the floor was punctured by a needle
- An employee was loading items into a pickup truck and injured their knee
- A student employee was exposed to a natural gas leak from an adjoining restaurant
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- A temporary laborer was lifting concrete debris and the movement injured their arm

**Non-reportable**
- An employee helping a contractor find the attic in Lincoln Hall hit their head on the cement ceiling as they were ascending stairs
- A staff member pinched their fingers between gate doors in the landscaping yard,

**Google Drive Charter Comments Review**

- Number of returning/experienced members?
  - 1 is too few, 40% too high
  - Perhaps stating a minimum of 4 but maximum of 40% to keep the amount reasonable given the current configuration of the committee
- Proxies should be on the member to identify, ideally from their own work group
  - Karin: should the proxy be reflective of the position they are in?
    - Ideally, but is that realistically possible?
- Number of absences? Is it okay for the chair person to make the unilateral decision or should it be a group vote?
  - Vote is unnecessary, absences may be based on something personal
    - Should there be a requirement of attending 75% of meetings?
      - Can a volunteer be dismissed?
- Only one person of position in named in the charter, should there be a proxy Chairperson who is elected at the same time as the Chairperson?
- Charter should probably list the requirement for an HR representative
  - “Shall consist of…”
- Will review in December, with final resolutions then

**Review of Departments Included for Committee Membership**

- List contains departments which are represented and ones which ought to be represented
  - OIT added to the list
  - Is Helen Gordon necessary to be included?
    - A larger body; Students with Children?
    - Would it be plausible to have someone appointed?
- PREM representative? Janitorial? Relay?
  - PREM manages all of the tenant spaces
  - Only three who are employees of the university, Laverne?
  - Main concern of this committee is University employees workplace safety
- Athletics added to the list
- Is Millar library staff necessary?
  - There is a lot of safety concerns, but not necessarily an organized group
- Should there be some sort of Student Employee representative?
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- Grad Student union are listed
- No other dedicated group, could extend an invitation to student employees
- Represented by departments which have student employees
- Will the balance ratio be maintained given new department representation?
- Will reconsider in December and pass a motion then

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

- Aaron: Nothing to report
- Karen: Nothing to report
- Tom: Nothing to report
- Lorenzo: Nothing to report
- Phillip: Nothing to report
- Karin: Nothing to report, but Martha emailed questioning about the door at Smith’s Place
  - Shaun: Door was installed incorrectly, discussion is occurring over what to replace the door with; Engineering is working on it
- Tayler: Nothing to report
- Carith: Nothing to report
- Leslie: A transient campfire near the landscaping yard burned down the camp, melted the fence, and charred WHP
  - Unclear as to if the fire department responded, it was on ODOT’s property
- Shaun: Reviewing the possibility of shortening hours at Smith for the school year, and reducing public access but no final decisions have been made
  - Feedback on survey has been generally positive
- Carey: City sewer project is ongoing, there is a collapsing manhole cover
  - No timeline on the repair for the manhole cover
  - Area between buildings is considered Park Blocks’ and is owned by the city
  - Jeff Rook is trying to schedule Joe Schlling to attend the committee meeting in September

**Summary of Meeting Action Items**

**Narrative:**

- Carey: Reach out to Jason Franklin at Campus Planning
- Carey: Continue to monitor for emails from the Graduate Student Union regarding committee presence

**Personnel Involved:**

- All of Safety Committee

Meeting Adjourned at 2:14 p.m.

Next Meeting: September 11th, 1:00 p.m.