CAMPUS SAFETY COMMITTEE MEETING  
September 11th, 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>Todd Bauch</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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<tr>
<td>Shaun Kohn</td>
<td>✓</td>
<td>Martha Ketcham</td>
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<tr>
<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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<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>
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<td>Civil and Environmental Engineering, Associate Professor</td>
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<tr>
<td>Craig Whitten</td>
<td></td>
<td>Erica Hunsberger</td>
<td>✓</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>
<td></td>
<td>Jeffrey Smith</td>
<td>✓</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>Employee Representatives</td>
<td>Present?</td>
<td>Aaron Landreth</td>
<td>✓</td>
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<tr>
<td>Jack Dorkey,</td>
<td>✓</td>
<td>OIT, Data Center Specialist</td>
<td></td>
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<tr>
<td>Accessibility and Leaves Administrator, Human Resources</td>
<td></td>
<td>Karin Waller</td>
<td>International Affairs, Executive Assistant</td>
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<tr>
<td>Lorenzo Guzman,</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>Phillip Lafrenz</td>
<td>✓</td>
<td>Carith Wiseman</td>
<td></td>
</tr>
<tr>
<td>Data &amp; Operations Coordinator, Transportation and Parking Services</td>
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<td>Development Administration, College of Education</td>
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Ad hoc Attendees:  
Sierra Schmidt, Student, Environmental Health and Safety

**Roll Call and Minutes Review**

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

**Personnel Involved:**
- All of Safety Committee
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Update on Old Action Items
Narrative:

Ongoing:

- Carey: Reach out to Jason Franklin at Campus Planning – TAPS will proceed with this
- Carey: Continue to monitor for emails from the Graduate Student Union regarding committee presence – In-progress

Accident Review
Narrative:

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
- 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,

September
Reportable

- Employee was replacing several faucets and incurred a stress injury in their back, causing them to miss work
- Employee stubbed their toe on the door leading into the FPM office

Non-reportable

- An employee lifting material strained their back

Announcement: New Online HR Injury Reporting Form

- Portal is operated through Banner, but is not live yet; when it goes live it will be available where all the current injury report forms are currently linked
- Jack demonstrated the new form: how to use it and explained the system behind it
  - Notifications to the supervisor, EHS, and HR are sent out when the employee has completed the form
- Allows for more information to be recorded eg. HR and EHS can add notes to the report
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• Suggestions for Improvement by the Committee
  o Provide an “Other” category under the body part checklist
  o Reword “exact location of injury,” so people do not report the body part injured

Inspection Results

• Inspection check sheet is not ready yet, but the building was generally okay apart from normal issues, such as:
  o Seismic bracing, egress pathways, and storage issues

Rounds: New Safety Concerns/Announcements:

• Phillip: Construction workers were potentially smoking outside of SMSU near ventilation which lead into the DRC
  o This was brought to the city’s attention and is to be addressed by the city
• Karin: Be aware that CPSO unlocks both event rooms and elevators for caterers in KMC for events, which potentially opens up the area for unwanted public access
  o Jeff R.: Can isolate elevators by floor to limit access throughout the building
• Jeffery S.: Employees in Smith are having issues with badge access, should a new request for access be sent out?
  o Shaun: An email should be sent out soon, access will need to be re-requested for staff members to access
  o Karin: Can request card access report from CPSO to monitor who has access and if their access is expiring
• Todd: There has been five weeks of access control in the exterior doors for the ASRC, and it has come attention that ASRC is 1 of 3 buildings which provide facilities outside of normal student activities (ASRC, Helen Gordan, and Housing)
  o Each building currently has its own access cards which they are giving out, but one person cannot hold three access cards without a database issue thusly access in these buildings is becoming a University issue
• Jeff R.: Nothing to report
• Shaun: Working on finalizing fall term hours, restricted evening and weekend hours seems to have created a positive effect on number of CPSO calls regarding SMSU
  o The southwest stairwell is being remodeled so that it is more difficult for unauthorized individuals to camp out in this spot
• Erica: Nothing to report
• Aaron: Nothing to report
• Lorenzo: There has been no noticeable safety issues while moving into FMH, everyone is getting used to the new space
• Jack: Nothing to report
• Carey: Nothing to report
Summary of Meeting Action Items
Narrative:

- Carey: Continue to monitor for emails from the Graduate Student Union regarding committee presence

Personnel Involved:

- All of Safety Committee

Meeting Adjourned at 1:47 p.m.

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