01/09/2013 Attendees:

**Employer Representatives**
- Heather Randol – Environmental Health and Safety Manager
- Todd Bauch – Student Development – Student Affairs
- Mark Russell – Operations Manager, SMSU

**Employee Representatives**
- Jason Mitchell – EH&S
- Lindsay Henderson – Biology – Liberal Arts and Sciences
- Eric Franklin – Fine Arts
- Tom Bennett – Civil and Environmental Engineering
- David Fetter – OIT
- Robert Grondin – Electrician

**Ad Hoc Attendees**
- Ad hoc member: Scott Jaqua – Radiation Safety Officer
- Ad hoc member: John Burnham – EHS
- Keri Bishop – (ad hoc EH&S support member)

**Issues Discussed:**

**Introductions and Minutes Approved**

**Narrative:**
- Roll was taken
- The Committee approved the December meeting minutes.

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

**Accident Review**

**Narrative:**
- There was no Accident Review due to Kristen Smith’s Absence
- The next Accident Review will be at the February meeting on 02/13/13
- The next Accident Review will cover both December and January.
- Kristen will also bring the OSHA Annual Accident Report to the next meeting.
- Robert Grondin brought to the attention of the committee that the Electrical department will now be implementing a “hot work” safety policy as a method of accident prevention. It will be called an Energized Electrical Work policy to distinguish it from welding, radiation, and other types of “hot” work.
• Heather Randol informed the committee of 3 CPSO injury reports that were filed last month. The injuries occurred during CPSO defensive training. EH&S will continue having these informal conversations with departments when injuries occur and offer EHS assistance. CPSO may be making changes to their training schedule so participants will be less tired. Overall it is a good thing that CPSO even took the time to fill out and file the accident report.

Personnel Involved:
• Heather Randol and Robert Grondin

Website Changes and Review
Narrative:
• There are 3 locations on the website’s homepage to contact the safety committee.
• These emails go to the RT ticket counter that David explained at the November meeting.
• David is still seeking a couple of members to moderate the ticket counter with him.
• The committee would like to make clear that this website is primarily about educating the public about where to go for various levels of safety issues; and that this website should only be used for non-emergency safety reporting.
• A Women’s Resource Center link will be added to the Useful Links column of the site.
• The meeting minutes will not be including in the documents section of the website since it is required by OSHA that the minutes be in a prevalent location on the website.
• The documents section of the website is not recent.
• Governing documents and an archives section will be created for this portion of the website.
• A blank inspection form will also be added to the documents section; so that departments know in advance what the safety committee is looking for when they complete their walk through.

Personnel Involved:
• Scott Jaqua and All of Safety Committee

2nd Meeting with Don Forsythe
Narrative:
• Campus Administration concerns are now directed to Don.
• We would like to improve awareness on campus of the existence of the Safety Committee.
• Don would like the committee to reach out to the Faculty Governance.
• Don supported Heather’s idea of an appeals process for when the budget allocation committee does not approve of a safety committee budget request.
• The safety committee has no budget index code because its budget is so small; therefore budget request will either go to EH&S from now on or to the budget allocation committee.
• The Safety Committees purpose on campus will be redefined once the Risk Management position is filled.
• Heather is working on a Safety Committee Charter. Don would like the Charter to be more specific regarding certain process such as Safety Committee budget requests and recommendations.

**Personnel Involved:**
• Todd Bauch, Mark Russell and Heather Randol

**Inspection Location Itinerary**

**Narrative:**

• Don Forsythe asked for an inspections schedule.
• Eric Franklin’s inspection is in 2 weeks.
• The committee only has resources to complete one inspection per quarter, however Don would like to see more than one.
• The committee agreed that high risk areas should be completed first.
• Heather and Todd will come up with a couple tentative inspections schedules which they will present to the committee for a vote.
• The idea of having building coordinators was introduced so that more inspections could be completed per year.

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

**Other Items**

**Narrative:**

• Nikki Kress from Auxiliary services will attend February’s meeting. She may then later replace John Malmberg as the Auxiliary representative.
• Todd found that there are active shooter resources on CPSO’s website that are available to faculty, staff, and students.
• Scott recommended Kirk Fisher as a future Committee member, once he moves down to the Center for Life Sciences Building next winter.

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