CAMPUS SAFETY COMMITTEE MEETING

OCTOBER 10, 2013 at 1:00 pm

10/08/2014 Attendees:

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

**Employee Representatives:**
- Tom Bennett – Civil and Environmental Engineering
- Lindsay Henderson – Biology
- David Fetter – OIT
- Eric Wright – Transportation and Parking Services
- Jill Jones – Construction Safety Officer

**Student Representative:**
- Olivia Preston – ASPSU
- Justin Heath - ASPSU

**Ad –hoc Attendees:**
- Keri Bishop - EH&S support member
- Bob Happel – Fire and Life Safety officer

**Absent Members:**
- Eric Jensen - Fine Arts
- Kerry Gilbreth – Human Resources
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**Issues Discussed:**

**Introductions and September Minutes Approved**

**Narrative:**

- Roll was taken
- Everyone introduced themselves to new members; Eric, Olivia, and Justin. Olivia and Justin are the new ASPSU Representatives for this year and Eric is replacing Nikki Kress on the committee.
- The September Minutes were approved.

**Personnel Involved:**

- All of Safety Committee.

**Accident Review**

**Narrative:**

- Kerry is absent today, Mark will follow up with her.
- There will be a longer accident review in November that will cover September, October, and November.
- Heather gave an informal accident review stating that she knew of a wasp sting in Landscaping and a needle stick in SHAC Dental.

**Personnel Involved:**

- All of Safety Committee

**New Member Search**

**Narrative:**

- Mark is still accepting nominations for a new faculty member to join the committee as well as a new facilities representative to replace Robert Grondin.
- Eric offered to ask some the professors in the criminology department to see if any of them would be interested.
- Last Month
  - AB Paulsen – English Dept. (still a possibility)
  - Pauline Duffy - Social Services (retiring and is no longer a possibility) were suggested as possible Faculty candidates.
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- Heather had hoped to find a candidate from the summer email sent to faculty ranking which committees they would like to be on, however she learned that the campus safety committee was not included on that list.
- Heather and Mark will look into addressing this issue for when the next committee email is sent out to faculty.

**Personnel Involved**
- All of Safety Committee

**Shattuck Inspection Review**

**Narrative:**
- Overall the Shattuck Building was tidy.
- There was some scrap wood left in hallways.
- On the last floor there some art that is blocking the hallway, the department has been notified numerous times, yet the art still poses a fire hazard.
- Bob will follow up with the art department and inform them of their next fire inspection date.
- Nothing glaring was found in CPSO, only a few batteries were found being stored on the floor and this was immediately addressed by Nick.
- The inspection team did not see any classroom breakout sessions (since fall term had not yet started), however Bob and Jill are aware that this is an ongoing problem and needs to be addressed due to these sessions creating fire hazard issues.

**Personnel Involved:**
- Jill Jones and Bob Happel

**Future Safety Committee Inspections**

**Narrative:**
- The following is a list of future safety committee inspection options:
  - I – Star - Winner!
  - Lincoln Hall Scene Shop
  - SHAC – on hold while other issues are currently being addressed in this area.
  - Civil Engineering Hoop House
  - SMSU – Kitchen Area
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- Tom, David, Todd, Bob, and Jill will inspect the I-Star Lab this term.
- Heather will coordinate a date and time for this inspection to take place.

**Personnel Involved:**
- Heather Randol and All of Safety Committee

**Annual Report Review**

**Narrative:**
- Most of the annual report was reviewed at the September Meeting.
- The committee reviewed the “Goals for the Coming Year” Section in a bit more detail. Goals for this year include the following;
  - The committee will continue to keep up with quarterly inspections
  - The committee will be kept abreast of the ongoing improvements in emergency communications.
  - First Aid Training available to staff will resume during fall term.
  - The committee will be looking into ways to improve outreach to campus such as; advertising in the Vanguard, and handing out giveaways at staff events.
  - The committee would like to identify all the safety committees on campus meet with a representative from each to discuss any future campus wide safety committee coordinations
- Mark will go through the report one final time then present it to the committee for one final review before it gets sent in.

**Personnel Involved**
- All of Safety Committee

**Other Items**

**Narrative:**
- The Emergency Operations Center (EOC) is now fully furnished, this includes new radios that also cover CLSB.
- Radios are available for currently available check out by OIT and FPM.
- Nick would like some help identifying which departments on campus would need a radio, eventually CPSO would like to have any department involved in operations, from janitorial to administrative, to have an emergency radio on hand and in a secure location.
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- The Transportation and EOC conference rooms are available as back up meeting locations if needed.

**Personnel Involved:**
- Nick Weltch and Eric Wright

**Action Items:**
- Mark will follow up with Kerry about meeting attendance.
- Eric Wright will ask the criminology professors if they have any interest in joining the committee.
- Heather will follow up on adding the campus safety committee on the next faculty committee email list.
- Bob will follow up with the art department to discuss their next fire inspection date.
- Heather will coordinate a date and time for the inspection of the I-Star Lab
- Mark will review the report and make any corrections by the November meeting.