CAMPUS SAFETY COMMITTEE MEETING

December 10, 2014 at 1:00 pm

12/10/2014 Attendees:

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

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

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

Absent Members:
- Eric Jensen - Fine Arts
- David Fetter – OIT
- Olivia Preston – ASPSU
- Justin Heath - ASPSU

Issues Discussed:

Introductions and November Minutes Approved
Narrative:
- Roll was taken
- The November Minutes were approved.

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

**Narrative:**
- November 2014 – 5 Accidents
  - One sliced finger from opening a cadaver case and not using the handles
  - One case of bruised ribs resulting after a CPSO officer was making an arrest.
  - 3 slip trips and falls
    - One slip on a wet staircase
    - One trip over equipment resulting in a bruised tailbone
    - One trip over a toy resulting in twisted knee.
- There were no missed days this month
- There will be a Parking Structure accident update at the January meeting.

**Personnel Involved:**
- Melissa Young

**New Member Search**

**Narrative:**
- Heather has been playing phone tag with Dr. Paulson, but has not had a chance to actually speak with her yet.
- Heather met with Peter Dusicka in iStar and he will attend the January meeting, and then decide if he would like to commit to joining the safety committee.
- Jill has 2 candidates from facilities that may be interested in joining the committee; either one or both will attend the January meeting.

**Personnel Involved**
- Heather Randol and Jill Jones

**iStar Inspection Review**

**Narrative:**
- Overall the iStar walkthrough went very well.
- There was still some clutter around the lab, but it has improved since last year’s inspection.
- One of the doors in the lab needs to have an exit sign.
- The iStar lab has machines locked and tag out, however the labs LO/TO procedures need to be updated.

**Personnel Involved:**
- Jill Jones and Bob Happel
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Annual Report Review
Narrative:

- The committee found some minor grammatical issues will reviewing the annual report.
- The committee approved the report.
- Mark will address the report’s grammatical issues then send a copy of the report onto Brian Roy and Heather Randol.

Personnel Involved
- All of Safety Committee

CPR Classes

- There were no CPR classes conducted this fall, due to scheduling conflicts and a very busy term.
- Heather will coordinate with Melissa and SHAC to get CPR classes scheduled during the winter term.
- If anyone would like to assist with the scheduling of CPR classes; email Heather.
- Some of the funds used for CPR classes have been allocated to make a safety committee flyer. Heather will touch base with Scott Jaqua and check on the status of the flyers.

Personnel Involved
- Heather Randol

FPM Safety Committee

- The committee performed its final quarterly safety inspection of the year this month. The committee inspected the campus’ outdoor lighting.
- The safety recognition program will begin in January.
- Also starting in January the committee will begin to experience turnover.

Personnel Involved
- Jill Jones
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Other Items
Narrative:
• The PSU Board of Trustees will vote on the future of CPSO on 12/11 at University Place.
• Bob will be coordinating with TriMet to update a doorway in the Art Building that is out of compliance with ADA regulations. (TriMet owns the adjacent property.)
• The elevator in Parking Structure 1 will be down for a couple of weeks for construction.
• Facilities has an ongoing assessment project across campus. Jill will coordinate with Kate Vance so that CPSO can be informed when the project team will be going into various buildings.

Personnel Involved:
• Nick Weltch, Bob Happel, and Eric Wright

Action Items:
• Melissa and Eric Wright will work together and bring a Parking Structure accident update to the January Meeting.
• Mark will address the annual report’s grammatical issues then send a copy of the annual report to Brian Roy and Heather Randol.
• Heather will coordinate with Melissa and SHAC to get CPR classes scheduled during the winter term.
• Heather will touch base with Scott Jaqua and check on the status of the safety committee flyers.
• Jill will coordinate with Kate Vance so that CPSO can be informed when the facilities assessment project team will be going into various buildings.