12/11/2013 Attendees:

**Employer Representatives:**
- Todd Bauch – Student Development – Student Affairs
- Heather Randol - Environmental Health and Safety Manager
- Jill Jones – Facilities and Construction Safety Officer
- Kristin Barber – Human Resources
- Bryant Haley – Emergency Management
- Mark Russell – Operations Manager, SMSU

**Employee Representatives:**
- Tom Bennett – Civil and Environmental Engineering
- Eric Franklin - Fine Arts
- Lindsay Henderson – Biology

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

**Absent Members:**
- Robert Grondin - Facilities & Property Management
- Nikki Kress – Transportation and Parking Services

**Issues Discussed:**

**Introductions and November Minutes Approved**

**Narrative:**
- Roll was taken
- Everyone introduced themselves to Pat Kennedy. He is a member of the new Facilities and Construction Safety committee and was interested in observing a Campus Safety Committee meeting.
- The November Minutes were approved.

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

- A total of 51 accidents were reported during the 2013 calendar year. This number is considered to be low, when compared to universities across the country.
- **October and November 2013 – 5 Incidents Reported**
  - Two back injuries; one involving heavy lifting and the other while pulling to lock in playground equipment.
  - Two injuries involving cuts; one while using a paper cutter and the other on a broken bowl.
  - One shoulder injury while working on the bowling machine in the Viking game room

Personnel Involved:
- Kristen Smith and All of Safety Committee

Safety Committee Inspection Debrief – Carpentry Shop
Narrative:

- Overall, housekeeping in the carpentry shop was very good, a couple of things such as an extension cord, sprinkler head and a fire extinguisher need to be replaced.
- One work bench behind a cinderblock wall needed to be tidied
- The question of security for the carpentry came up and its possible an electronic card reader will be installed
- Eric Franklin mentioned that his shop is using window fans to reduce dust in the hanging around in the air and suggested this might also be a useful tool for the carpentry shop.
- Each of the high injury sites have been inspected by the Safety Committee
- Possible Future Inspection Sites-
  - SMSU
  - Lincoln Hall Scene Shop
  - SHAC- safety inspection will be performed after remodel
  - Peter Stott Center
  - East Hall
  - Library - safety inspection will be performed after sprinkler remodel
  - Choose a topic area (ex. Stairwells) and perform a campus sweep
  - If anyone has any other suggestions email Heather between now and the January 8th meeting.

Personnel Involved:
- Heather Randol and All of Safety Committee

CPR Update
Narrative:

- The first Campus CPR course was held on Dec. 10, 2013 and was a positive success.
- There are 2 more CPR training courses coming up on the Dec. 12 and 18th.
- The classes will now be overbooked in case of any no-shows.
- The goal of the class is to target employees receiving benefits.
Personnel Involved

- Kristen Smith and Heather Randol

Traffic Update

Narrative:

- Todd will schedule a check-in with Jason Franklin sometime in June to get an update on the crosswalk situation and report back to Safety Committee.
- Todd will also talk to Jason about the crosswalk in front of Helen Gordan as well.

Personnel Involved

- Todd Bauch

SAIF Training

Narrative:

- There will be a 3hr long SAIF training given in February.
- Both Campus Safety and Facilities Safety Committee members are encouraged to attend.
- The training will go over OSHA Safety Committee regulations and train employees on accident analysis investigation techniques.

Personnel Involved

- Heather Randol

Facilities and Planning Safety Committee Debrief

Narrative:

- Facilities and Planning had their 2nd Safety Committee meeting on Dec. 10.
- Members have been added to the committee including several managers. It was brought to Jill’s attention the benefits of having both managers and employees at the Facilities Safety meetings. This way managers can insure that improvements discussed during safety meetings are implemented in the workplace.
- Jill is planning on implementing quarterly shop inspections along with monthly tool box talks, standardizing required PPE within each shop, updating the job hazard analysis information, and improving vehicle training.
- Jill also presented the facilities safety members with the SAIF injury statistics over the past several years.
- Jill will contact either Phil Zeerzan or Craig Whitten to discuss CPSO possibly attending an upcoming Facilities Safety meeting.

Personnel Involved:

- Jill Jones and Pat Kennedy

Other Items

Narrative:

- There was a report on KOIN 6 News about the air quality in East Hall last month. SAIF inspected the building last year and did not find any health hazards, however the building
is in need of a new HVAC system. One has been approved but cannot be implemented until the remodel of all of East Hall is approved by the State.

- Bob is planning on having a meeting with Parking and Transportation about the parking spaces behind Blackstone and Montgomery Court. These parking spaces inhibit Fire Department access.

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