02/13/2013 Attendees:

Employer Representatives

- Todd Bauch, Chair – Student Development – Student Affairs
- Mark Russell – Operations Manager, SMSU
- Bryant Haley – Emergency Management, CPSO
- Kristin Smith – Human Resources
- Heather Randol – Environmental Health & Safety Manager
- Erin Inskeep – (proxy for Don Johansen) – Property & Risk Management

Employee Representatives

- Lindsay Henderson – Biology – Liberal Arts and Sciences
- Eric Franklin – Fine Arts
- Tom Bennett – Civil and Environmental Engineering

Ad Hoc Attendees

- Ad hoc member: Scott Jaqua – Radiation Safety Officer
- Ad hoc member: John Burnham – EHS
- Nikki Kress – liaison with Transportation

Issues Discussed:

Introduction and Minutes Approved

Narrative:

- Roll was taken
- The Committee approved the January meeting minutes.

Personnel Involved:

- All of Safety Committee.

Accident Review

Narrative:

- There were no additional injuries for 2012 since the December meeting (12/12/2012)
  - 2012 Summary Report
    - Kristin Smith highlighted that PSU is very low in total number of days away from work (51) and total number of recordable cases (36) than other OUS schools – due to food services & custodial services outsourced.
    - Kristin clarified that month & year of reporting depends on SAIF and medical professional reporting of injury.
Erin Inskeep reported that overall workers compensation claims are lower in 2012 across entire OUS system

- January 2013 – 7 injuries reported
  - Three injuries involving facilities workers (2 electricians & 1 plumber)
  - Two injuries involving CPSO while apprehending suspects.
  - One injury involving a vehicle and a student worker in parking structure
  - One injury involving repetitive motion associated with ergonomics.

**Personnel Involved:**
- Kristin Smith, Erin Inskeep, and All of Safety Committee

**Website Changes and Review**

**Narrative:**

- All previously noted changes have been implemented.
- Site is live and being maintained by Scott Jaqua
- Mark Russell suggested keeping the Safety Committee charter and annual summaries on the website. The committee agreed, but decided to wait until the new Risk Manager is hired to prevent multiple modifications and for continuity.

**Personnel Involved:**
- Scott Jaqua, Mark Russell, and All of Safety Committee

**Inspection Report on Fine Arts Shop**

**Narrative:**

- Dust was noted in several areas – consider improved ventilation and/or masks
- It was noted that the Fine Arts Shop is open/available for weekend work
  - Highlights
    - Minor trip hazards (cords across walkways)
    - Open electrical panels
    - Flammable chemicals left out
    - Unsecured gas cylinders
    - Clutter in wax room – need a permanent wax table and open space to prevent injury

**Personnel Involved:**
- Heather Randol, Todd Bauch, & Eric Franklin

**Future Inspections**

**Narrative:**

- Proposed locations
  - Helen Gordon
  - ASRC
• USB shop spaces for Facilities & Planning
• I-STAR

• Though the Fine Arts Shop inspection was not time-consuming, the committee agreed that staying with one inspection per quarter, was best for now.
• It was determined that Helen Gordon will be inspected in 2\textsuperscript{nd} quarter 2013.
  o Mark Russell, Bryant Haley, and Kristin Smith will join Heather Randol on this inspection.

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

**Other Items**

**Narrative:**

• Jason Mitchell
  o Last day was January 31. Moved to Minnesota.
  o The committee decided they would replace his committee spot after the search for the EHS Maintenance and Construction Safety Officer hiring process is complete.

• Open positions
  o The Fire & Life Safety Specialist position in EHS is in the process of being approved.
  o This position could also be a candidate for the Safety Committee.
  o Could be a valuable resource for Safety Committee inspections

• Mandatory reporting of child abuse
  o Information – As PSU employees, we are all mandatory reporters. Not just on the job, but 24 / 7.
  o Todd Bauch went through the training provided by General Counsel. He recommended it to everyone to clarify reportable incidents.

• Workplace violence
  o Scott Jaqua brought this up as another possible training for the Safety Committee
  o Bryant Haley noted that CPSO has an active shooter tutorial available on their website.

• Risk Manager search
  o Heather Randol mentioned that the final interviews for the Risk Manager are happening this week.
  o A decision will be made soon, probably by Monica Rimai with input from the selection committee.

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