PSU Safety Committee Minutes 2/15/12

2/15/2012 Attendees:

Employer Representatives
Mark Russell – Operations Manager, SMSU
Bryant Haley - Emergency Management Coordinator
Heather Randol, Environmental, Health and Safety Manager
Tyler Baker (proxy for Todd Bauch)- Student Development - Student Affairs
Ad hoc member: John Burnham – Assistant Director Environmental Health and Safety

Employee Representatives
Lindsay Henderson- Biology - Liberal Arts & Sciences
Jason Mitchell- Facilities EHS
Karen Garrison (proxy for Kristin Smith) - Human Resources
Eric Franklin - Theater Arts
John Malmberg – Auxiliaries Services

Issues Discussed:
The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective Action (actions or recommendations made to address situation or problem)

Minutes Approved
Narrative:

• The Committee approved the January meeting minutes with the following changes:
  o Tom Bennett represents Engineering (not Library)
  o Total number of safety committee members is 12 (no 17)

Personnel Involved:

• Safety Committee

Accident Review
Narrative:

• Accident review was tabled until the March meeting as Kristin Smith was unable to attend this month.

Personnel Involved:

• Safety Committee

SAIF Lifting Equipment Update
Narrative:

• SAIF provided Heather with some posters about safe lifting practices, however they are intended to reinforce ideas presented at SIM4 training and do not really stand alone. An example was passed around; it includes terminology like “Green Zone” and “Yellow Zone” that don’t provide meaningful guidance unless you’ve attended the SIM4 training. SAIF also has a Stretch & Flex pamphlet and poster
that are more general and helpful, although they are not specific to lifting. A check of our JJ Keller subscription did not reveal any particularly helpful resources, and nothing particularly helpful was found in an online search other than a pamphlet about safe lifting of children that Heather found and will share with contacts at Helen Gordon.

- SAIF is conducting some SIM4 training for the Facilities carpentry crew and a sustainability group on campus (Community Environmental Services). Heather will attend a session and is inviting representatives from other crews (recycling, Auxiliaries maintenance, PSU Recycles!, and Helen Gordon) to send representatives. Feedback will be sought from these other groups to possibly build support for more widespread SIM4 training among applicable work groups on campus.

**Personnel Involved:**
- Safety Committee

**Action Item:**
- Heather to update the Safety Committee at the March committee meeting on how the SIM4 training goes and what sort of feedback she receives from other representatives on the usefulness of the training.

**Quarterly Inspections**

**Narrative:**
- Heather contacted U of O and OSU to learn about their approaches to the quarterly inspection requirement in the Oregon safety committee regulations. OSU meets the requirement through a combination of inspections including the fire marshal inspections, lab audits, and a yearly site-walk done by the entire safety committee. Heather is waiting to get additional details about the site-walk (i.e., does it include the entire campus?). U of O does quarterly inspections with a subcommittee of Safety Committee members. An inspection site is selected by the committee based on recent accidents, i.e., an area or workgroup with more injuries will be prioritized for an inspection. They do not use a formal checklist but spend an hour or two doing a general walkthrough, noting issues. This approach seems like a manageable way to implement this requirement that John Burnham says would likely satisfy OSHA. We would need to document why each site was selected, and create a brief report documenting our findings. Heather suggested that we may want a checklist listing some primary concerns since the committee will be new at this; John suggested some training for the committee; and Mark suggested a template for the report that would be generated by the inspection.

**Personnel Involved:**
- Safety Committee

**Action Item:**
- EHS to develop a checklist and training for Safety Committee to do quarterly inspections using the model from OSU. To be completed after Safety Committee Charter (see below).
Quarterly Inspections

Narrative:
- Mark, Heather and John met recently and discussed developing a charter for the Safety Committee. Bryant also worked on one in the past, and Heather has a copy for reference. Bryant’s information, along with OHSU’s charter as a template (copies were handed out), can be used to develop a charter for PSU’s safety committee. The document should be approved by Mark Gregory. The document can help clarify the committee’s role for all members and for other interested parties, and can help train new committee members in the future. It can also document our approach to quarterly inspections.

Personnel Involved:
- Safety Committee

Action Item:
- EHS and Mark Russell to develop a draft charter for the committee’s review at the March Safety Committee meeting.

Student Representation

Narrative:
- Bryant received an email from ASPSU about student representation on the committee. (Bryant is still listed as the Chair in the Faculty Governance Guide). This issue comes up periodically, but due to turnover in ASPSU leadership there is often not a lot of follow through. It was noted that student representatives would need to focus on student worker issues, not just general campus safety issues. Heather mentioned that Facilities has a number of long-term student staff who could join the committee if we wanted a student representative.

Personnel Involved:
- Safety Committee

Action Item:
- None at this time.