3/13/2012 Attendees:

Employer Representatives
- Mark Russell – Operations Manager, SMSU
- Bryant Haley - Emergency Management Coordinator
- Heather Randol - Environmental, Health and Safety Manager
- Todd Bauch- Student Development - Student Affairs
- Kirstin Smith - Human Resources
- Tom Hunt - Auxiliary Services
- Ad hoc member: John Burnham – Assistant Director Environmental Health and Safety

Employee Representatives
- Lindsay Henderson- Biology - Liberal Arts & Sciences
- Jason Mitchell- Facilities EHS
- Tom Bennett – Civil and Environmental Engineering

Issues Discussed:

Minutes Approved
Narrative:
- The Committee approved February meeting minutes

Personnel Involved:
- All of Safety Committee

Accident Review
OSHA form 300A
- Committee examined regular accident review for 2011 and OSHA form 300A. Accident review is required every year, it is a recap of cases, total number of missed days, and modified work days. Mostly smaller injuries, and two chemical spills in the last two months which are rare. John posed the question of whether someone investigated #4 on the list. The committee requested numbers from previous years to compare.

Personnel Involved:
- All of Safety Committee

SAIF Training Update
- University had a session of the SIM (Safety in Motion) training. Training was held for Community Environmental Services. Training was helpful, well received. Heather thought training was good, not sure if it is vital for all crews. Heather suggested the training for custodial staff, and food service possibly. Questions of whether Aramark employees can be included in training. John explained that companies that provide worker’s comp., are required to provide the training, so Aramark has access to this type of training through their own workers comp provider.

Personnel Involved:
- All of Safety Committee

Safety Committee Charter Update
Heather explained each section of the charter and asked for any needed changes. The committee agreed that the charter reflects what the committee is doing. Heather brought up the fact that there are no faculty members. Committee decided to add language to the charter that explains the inclusion of all major work groups. Committee suggested that members identify safety issues around campus to bring up prior to inspections. Bryant suggested including a closing of business or benchmark statement each year, to show management what has been done and create a process of improvement.

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