4/11/2012 Attendees:

Employer Representatives

- Mark Russell – Operations Manager, SMSU
- Heather Randol - Environmental, Health and Safety Manager
- Todd Bauch- Student Development - Student Affairs
- Tom Hunt - Auxiliary Services
- Eric Franklin – Fine Arts
- Nick Welsh (Proxy for Bryant Haley) – Public Safety
- 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 & Environmental Engineering

Issues Discussed:

Minutes Approved

Narrative:

- The Committee approved March meeting minutes.

Personnel Involved:

- All of Safety Committee.

Accident Review

- Kristin was unable to attend; committee will go over accident review in the next meeting.

Personnel Involved:

- All of Safety Committee

EHS Inspection Training Update

- Heather and Jason will be attending SAIF training that may provide useful information for developing training for the safety committee members.
• EHS will develop draft checklists for next meeting that will be incorporated into the inspection training process.
• EHS will continue to investigate additional resources for hazard identification and inspection training for safety committee members and will update the committee in May.
• In the March meeting, the committee discussed doing quarterly workplace inspections based on the University of Oregon model, where inspections are targeted based on the committee’s review of the incident log, i.e., areas where repeated and/or serious incidents have occurred would be selected for inspections.
• Some committee members are concerned that this is not a broad enough inspection program, and that additional areas should be incorporated. The idea of having a Facilities person accompany the Fire Marshal with a checklist of other issues was discussed, and this approach was possibly used in the past at PSU. The Fire Marshal’s focus is limited to fire code and fire safety issues; it might be difficult to inspect OSHA safety requirements while accompanying the Fire Marshal.
• It was suggested that the committee could also select areas that we personally know are at high risk for safety concerns. The limited resources of the safety committee and EHS in conducting broader safety inspections were noted. Committee may need to discuss this further at future meetings.

**Personnel Involved:**

Heather Randol
Jason Mitchell
John Burnham
All of Safety Committee

**Safety Committee Charter Review**

• Changes were incorporated based on the last review of the charter, but there may need to be further clarification on accident investigation responsibilities. Heather provided a flow chart that Jason created in 2011 that illustrates incident/accident investigation roles, responsibilities, and processes. EHS has not conducted many formal investigations, but often follows up informally when notified about an incident. Reports of these EHS activities are not routinely getting reported back to the safety committee.
• Heather will modify accident investigation language in draft charter, and will also add some clarification about “the major activities that occur at PSU.” Mark will distribute updated charter to the committee electronically for further review and possibly vote online (or at the May meeting).

**Personnel Involved:**

• All of Safety Committee