05/08/2013 Attendees:

**Employer Representatives:**
- Todd Bauch – Student Development – Student Affairs
- Mark Russell – Operations Manager, SMSU
- Kristen Barber – Human Resources
- Heather Randol - Environmental Health and Safety Manager
- Bryant Haley - Emergency Management Unit

**Employee Representatives:**
- Tom Bennett – Civil and Environmental Engineering
- David Fetter - Information Technology Services
- Lindsay Henderson - Biology

**Ad hoc Attendees:**
- Keri Bishop - EH&S support member
- Brian Roy - PSU Risk Manager

**Absent Members:**
- Don Johansen - Risk Management
- Lorne Isabel – Engineering and Computer Science
- Robert Grondin - Facilities & Property Management
- Eric Franklin - Fine Arts

**Issues Discussed:**

**Introductions and Minutes Approved**

**Narrative:**
- Roll was taken
- Everyone introduced themselves to the guest speaker, Brian Roy.
- The April Minutes were approved.

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

**Narrative:**

- Kristen will bring a Year-Log of Work Related Injuries to the June meeting, for those whom are interested. This log will be used to notice Injury trends.

**April 2013 – 4 Incidents Reported**

  - One involving a student employee losing consciousness while holding their breath resulting in stitches and tooth repair.
  - One slip and fall involving the employee’s desk
  - One involving glass breaking in a student’s hand while conducting research
  - One ergonomic injury.

**Personnel Involved:**

- Kristen Barber and All of Safety Committee

**Draft of Safety Committee Charter Review**

**Narrative:**

- Communications and Membership Sections have been updated. From now on Safety Committee recommendations that require maintenance work will go through the EHS manager, smaller projects as work orders, larger projects to Budget Allocation committee.
- University Risk Manager is now listed as the upper administration contact/sponsor for the Safety Committee.
- It was brought to the attention of the committee that some members may not be able to attend due to a campus emergency requiring their particular skills, therefore the idea of having a proxy member attend instead, or simply the idea of having a group of ad-hoc member was proposed.
- It was also suggested that Monica Rimai should determine if Safety Committee or work issues should take priority

- The Charter will be finalized at the June meeting.

**Personnel Involved:**

- Heather Randol and All of Safety Committee

**Guest Speaker**

**Narrative:**

- Brian Roy introduced himself. His background includes a law degree and working as a risk manager in an early childhood education setting.
- His focus as the Risk Manager at PSU will be to improve good practices and make sure that everyone at the university is on the same page concerning risk factors/procedures/practices etc.
• Brian said that he was grateful to witness campus-wide eagerness at the creation of his position, and even thought the risk management budget is small, he feels very supported by the campus community.
• Eventually, Brian will establish a Risk Council. This council will have a cross-section of the campus community and will work to be proactive about the risks on campus.
• Brian feels that as the campus becomes more proactive about risk, there will be direct correlations with the decrease in property insurance premiums. Eventually he hopes to only spend ¼ of his time on insurance issues, and ¾ of his time dealing with policy and improving good practices.
• Brian offered his assistance to the safety committee whenever needed. Bryant Haley mentioned that the committee has had a reoccurring issue concerning promoting campus-wide change.

**Personnel Involved:**
- Brian Roy and All of Safety Committee

**Upcoming Guest Speakers**

**Narrative:**

- In June the Chief of CPSO, Phil Zerzan will be speaking to the committee.
- In July the new Fire and Life Safety EHS Member, Bob Happel will be speaking to the committee.

**Personnel Involved:**
- Todd Bauch and All of Safety Committee

**Possible SAIF Trainings**

**Narrative:**

- Each of the following trainings takes place in Portland
  - Accident Analysis and Hazard Identification
  - Dynamic Safety Committees
  - Ages and Stages: A multigenerational workforce

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

**Inspections**

**Narrative:**

- The Helen Gordon Inspection in April went very well. They are inspected frequently by the state and local fire marshal so there were only a few issues concerning obstructions.
- Some reminders were given to the staff on how to safely lift children.
• The I-Star lab will be inspected next. Mark, Todd, Brian, Lindsay and David all expressed an interest in participating. Heather will work with Tom Bennett to schedule.
• After the I-Star lab, ASRC and the USB-Shop are will be next to be inspected.

**Personnel Involved:**
• Heather Randol and Todd Bauch

**Upcoming CPR Training**

**Narrative:**
• SHAC will be conducting a CPR training course for FAP employees on the following dates:
  - May 22
  - May 29
  - June 6
  - June 12
  - June 19

• Heather Randol also wanted to offer this training to members of the safety committee. If you would like to sign up email Heather.
• The question was brought up if this could be offered as a campus wide training someday with the possibility of either EHS, HR or SAIF subsidizing the training.

**Personnel Involved:**
• Heather Randol

**Other Items**

**Narrative:**
• HR has left over money from their wage program and would like to donate $10,000 to the Safety Committee budget.
• At the June meeting the committee will discuss what to do with the money, taking into account the data collected from the OSHA end of the year report.
• The Chemical Hygiene Plan has been approved and printed.
• Chuck Cooper and Heather Randol will meet with each department and review the plan with the PI’s. Then each laboratory on campus will have one in the lab.
• The next step will be a periodic laboratory inspection program, to ensure that they hygiene plan is being followed.

**Personnel Involved:**
• Heather Randol and Kristen Barber