5/9/2012 Attendees:

Employer Representatives

- Mark Russell – Operations Manager, SMSU
- Bryant Haley – Emergency Manager, CPSO
- Todd Bauch - Student Development - Student Affairs
- Heather Randol - Environmental, Health and Safety Manager
- Kristin Smith – Human Resources

Employee Representatives

- Lindsay Henderson- Biology - Liberal Arts & Sciences
- Jason Mitchell- Facilities EHS
- Tom Bennett - Civil & Environmental Engineering
- Eric Franklin – Fine Arts

Issues Discussed:

Minutes Approved
Narrative:

- The Committee approved the April meeting minutes.

Personnel Involved:

- All of Safety Committee.

Accident Review

- Kristin noted there were few injuries in March and April – only three total. She also reported that departments are becoming more flexible on finding modified work so injured individuals can return to work sooner after an incident.
- An incident at SMSU in March resulted in an injury when a stairway was improperly attached to the stage and rolled away with someone on it. A screw was missing and the maintenance person hadn’t checked it. The maintenance person has been retrained and Mark has ensured the equipment is in proper working order.

Personnel Involved:

- All of Safety Committee
Safety Committee Training Proposal

- Heather presented a proposal to conduct training for safety committee members on hazard identification. EHS has developed a checklist to identify common safety hazards during Safety Committee inspections. The training would focus on the checklist. See attached Proposal dated May 9, 2012 for complete details of the training proposal.
- Training is planned for July and August, as any new members would be joining at the start of the new fiscal year, although no one in attendance thought there term was ending soon.
- Committee members voiced concerns about follow up for Safety Committee inspections, what kind of enforcement or “stick” do we have? For now, EHS will track follow up items and will try to work with departments to collaborate on solutions. Inspection checklist will focus on a manageable list of items. Receptive departments/locations would be the best places to start our inspection program.
- Timing of the inspections is important – notify department in advance, provide them with a copy of the checklist. Conduct the inspections a week or so before a Safety Committee meeting so that findings and recommendations can be discussed with the entire Committee before providing to the inspected department.
- Committee approved training proposal.

Personnel Involved:

- All of Safety Committee

Action Item:

- Heather to check with David Hobbs on the status of committee members’ terms of service.

Safety Committee Charter Approval

- Heather has been working with Robyn to determine who the management contact will be for the Safety Committee now that Mark Gregory is no longer AVP. Language will need to be updated when this contact is identified.
- Clarification that the Committee’s focus is workplace health and safety (as opposed to personal safety/security, which is CPSO’s responsibility) will be added.
- Committee approved charter, pending updated information about management contact.

Personnel Involved:

- All of Safety Committee
Miscellaneous Items

- Committee discussed challenges to having a faculty member join the committee. Compensation per the contract was an issue in the past.
- Difference between “timely warnings” and “emergency notifications” was clarified by Bryant Haley. Emergency Notifications are PSU Alerts for emerging issues and directions needed to protect life safety. Timely Warnings are informational notifications about a safety issue or incident in the community, but where there is no immediate threat.
Safety Committee Training & Inspection Proposal

May 9, 2012

Training

Who: Training for all safety committee members

What: Hazard Identification training as required by OR-OSHA regulations. Proposed topics include:

- Types of Hazards
- Workplace Inspection Checklist review
- Practice identifying hazards

Why: To facilitate implementation of effective workplace inspections

When: Starting with the new fiscal year, to ensure new committee members receive training;
approximately 30 – 40 minutes at two regularly scheduled safety committee meetings.

Question: Will July and August meetings be appropriate for the training, or will committee members be on vacation?

Inspections

- Locations for quarterly inspections will be identified by the Safety Committee based on incident records and known hazards.
- First inspection proposed for the end of the first quarter of the fiscal year, after training is completed (i.e., September).
- 15 – 20 minutes of training will be provided the day of the inspection on the specific types of hazards that may be encountered in the area being inspected.
- EHS will add location-specific questions to the inspection checklist as needed.
- Inspection time will vary, but approximately one hour will be planned.
- An EHS representative will participate in all inspections, along with safety committee chair and approximately two self-selected committee members.
- EHS will take the lead on preparing recommendations, providing results to department, and tracking follow up.
- Inspection results will be reviewed by Safety Committee during the regularly scheduled monthly meeting following the inspection.

Question: Would the Safety Committee like to review the results of the inspection and any recommendations prior to distribution to the department? This could happen via email; otherwise it could slow down the process of addressing items noted during the inspection.