Attendees:

Employer Representatives:
- Todd Bauch – Student Development – Student Affairs
- Kristin Smith – Human Resources
- Nick Weltch – Campus Public Safety
- Jill Jones – Facilities and Construction Safety Officer
- Heather Randol - Environmental Health and Safety Manager
- Mark Russell – Operations Manager, SMSU

Employee Representatives:
- Tom Bennett – Civil and Environmental Engineering
- Eric Franklin - Fine Arts
- Eric Jensen – Fine Arts (replacing Eric Franklin)

Ad –hoc Attendees:
- Raychel O’Hare - EH&S support member
- Bob Happel – Fire and Life Safety Officer

Absent Members:
- Robert Grondin - Facilities & Property Management
- Luis Perez – ASPSU Senator
- Lindsay Henderson – Biology
- David Fetter – OIT
- Nikki Kress – Transportation and Parking Services

Issues Discussed:

Introductions and May Minutes Approved

Narrative:
- Roll was taken
- Everyone introduced themselves to Eric Jensen. He will be replacing Eric Franklin, as his last day at PSU is June 13.
- The May Minutes were approved.

Personnel Involved:
- All of Safety Committee
Accident Review for April & May

Narrative:

- Incidents 8 – 17 were reviewed, which resulted in 16 days away from work.
- It was noted that many accidents seem to happen at events, and the question was posed as to whether or not these types of incidents could be addressed.
  - Mark commented that SMSU has its own event staff, but there is not a campus events staff – each department handles their own affairs.
- This year Heather was asked to do Safe Lifting training for graduation volunteers due to past safety observations.
  - She sent Todd a copy of the Canadian OSHA video.
  - Heather also commented that it may be interesting to look back at last year and see if this time of year has more incidents (lots of ceremonies, etc.)
  - Kristin said she can look into the stats.
- Follow-up was recommended on the following incidents:
  - #9, paper cutter cut: poor equipment complaint, follow-up needed, check paper cutter and possibly remove from service per Heather.
  - #10, employee and stove fell down stairs, follow-up needed with Facilities?
  - #11, hit head on support bar: Heather and Kristin to follow-up.
  - #13, back strain: Heather to follow-up on.
  - #14, back and wrist pain due to office duties: Kristin confirmed an ergonomic assessment had already been completed.

Personnel Involved:
- Kristin Smith and Heather Randol

Safety Committee Fund (First Aid and CPR/AED training) Discussion

Narrative:

- This year’s spending consisted of room fees, SHAC class fees, and one event giveaway.
- Next month Kristin will have a better idea of the budget, after she has confirmed with SHAC that all classes have been billed.
- The fund will rollover - Ideas for next year’s budget? Continue CPR classes, or…?
- Raychel asked about moving in and out of the residence halls – who does that and do they receive safety training? Jill to follow up with Wayne.
- Nick had a question about who updates first aid kits.
  - It is the responsibility of the individual departments. This would be an expensive budget item, but it is something to keep on the list.
  - It was suggested that instead of providing first aid kits, a “Best Practice” list of recommended items to include could be a cost effective alternative.
  - Perhaps supplement funding or kits as giveaways for sending people to training. Do not include pharmaceuticals, as they expire, are expensive, and prone to theft.
Todd mentioned that some campuses have first aid subscription kits, where you pay a fee and it is regularly inspected and updated.

- Next month there will be a conversation regarding what to do with the budget. E-mail the committee ahead of time, so they can come prepared with ideas to the next meeting.

**Personnel Involved**
- Kristin Smith and Heather Randol

**New Member Search**

**Narrative:**

- The new member search continues…
- JB Paulsen was recommended last time.
  - Todd started process, but still following up.
- Pauline Duffy – recommended by Nick

**Personnel Involved**
- Todd Bauch

**Review the Annual Report - Todd**

**Narrative:**

The following sections of the Annual Report were reviewed:

- Inspection process – contrary to the report, the selection of inspection locations has not been based on accident report data, because incidents occur all over campus.
  - Now that there is a Facilities Safety Committee, there are specific areas they should be inspecting. Check with Heather for details.
- Campus wide training – Todd will check with Kristin and Heather for numbers on how many people received CPR and first aid training.
- Support all campus safety committees – this is one area that did not have any developments.
  - If this is to be pursued in the future, what kind of support would the committee like to offer? Some examples of campus safety committees are: SHAC, SHAC dental, market center, housing.
  - Currently, there is one committee to which there is a connection, and that is the Facilities Safety Committee via Jill.
  - Heather will be meeting with different departments, and will see what they have in place, what trainings are being missed, where they are, etc.
  - Should this be included as goal again for next year? Perhaps with more concrete ideas.
- Todd will send out an email after the meeting asking for feedback and more details for this year’s report items, as well as ideas for next year.
- Mark asked about prior mention of becoming involved with Budget Allocation Committee.
  - Heather has been acting as a liaison with safety related items, but the focus is more on capital project type of needs.
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- BAC is the Director of Facilities, an accounting person, and a Capital Projects person. Heather is trying to push through certain items, like dust control safety in the shop and East Hall.
- Todd will begin writing this year’s annual report after the next meeting.

Personnel Involved
- Todd Bauch

Nominate Chair
Narrative:
- The Chair is a position that rotates every two years. Todd’s term ends on the fiscal year.
- Any interested parties?
  - Mark would do it again, but it would be good to have someone who hasn’t done it.
  - David nominated!
  - Heather will check with Robert Grondin.
  - Todd will check in with David, Nikki, and Lindsay.
- An email will be sent out reminding everyone that next meeting will be voting, so show up and be present!
- Note: Heather and Todd meet two weeks prior to meeting to plan, etc., so don’t feel like the Chair must do everything solo.

Personnel Involved:
All of Safety Committee

Other Items
Narrative:
- Next Inspection location
  - Pick a location in July for next quarter.
  - Previous list – Lincoln Hall scene shop, SMSU, Science Ed Center, Shattuck (the shop has already been done)
  - CPSO was suggested as a place to be inspected, the 3rd floor of Shattuck was also cited as a reason for Shattuck receiving an inspection. *Please flag as the top priority.*
  - SRTC and SB1 are well-covered by lab inspections, etc.
- Contact Scott about updating webpage with new members’ information.
- Goodbye old Eric, hello new Eric!
- Meeting adjourned.

Personnel Involved:
- All of Safety Committee