06/12/2013 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
- Eric Franklin - Fine Arts

**Ad-hoc Attendees:**
- Brian Roy - PSU Risk Manager
- Bob Happel – Fire Safety Inspector
- Phil Zerzan – Chief of Campus Public Safety

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

Issues Discussed:

**Introductions and Minutes Approved**

**Narrative:**
- Roll was taken – Bob Happel was introduced to the Safety Committee
- The May minutes were approved. The CPR training will have more dates over the summer. Heather Randol will distribute these dates, as they are confirmed.

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

**Accident Review**

**Narrative:**
- The accident review report ran into some difficulties in producing so it will be reported next month.

**Personnel Involved:**
- Kristen Barber and all of Safety Committee

**2013 Task Force on Campus Safety**

**Narrative:**
- Heather Randol briefed the Safety Committee of the President’s 2013 Task Force on Campus Safety.
• The committee then engaged in a general discussion. And Chief Zerzan provided insight into the issues faced by CPSO.
• Heather will ask the Task Force if the Safety Committee should submit a letter of support.

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

**Future inspections**

**Narrative:**
• The committee discussed a workspace location to complete a safety inspection.
• Heather and Todd discussed having a Safety Inspection of the Campus Recreation Center. Heather will schedule the inspection.

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

**Money from HR/SAIF**

**Narrative:**
• Todd and Kristin discussed using SAIF money to provide training. The group discussed ideas.
• The Committee discussed subsidizing CPR, First Aide and Lifting training for personnel on campus. These ideas will be coordinated with SHAC and other pertinent groups.
• The Committee discussed using the money to help furnish the creation of a First Aide kit program on campus. The idea being that the Committee would help departments allocate proper kits for their Office not directly supply kits.
• The Committee also discussed having a day long fair to educate and interact with employees to understand their work place safety concerns.

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

**Charter Review**

**Narrative:**
• The committee will review the Charter next month.

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

**SAIF Inspections of CPSO trainings**

**Narrative:**
• SAIF found that there were a lot of injuries in CPSO Officer trainings. However, these trainings reflect the physical situations often encountered by Officers. SAIF offered no corrective actions

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

**SAIF Trainings for Safety Committee**

**Narrative:**
• Todd discussed getting trainings for Safety Committee members.

**Personnel Involved:**
• Heather Randol
**Annual Report**

**Narrative:**
- Todd will look into past notes and develop an annual report with Brian Roy.

**Personnel Involved:**
- Todd Bauch, Heather Randol and Kristen Barber

**Safety Committee Meetings**

**Narrative:**
- Membership for next year and meeting locations will be discussed at the July meeting.

**Personnel:**
- All of Safety Committee