6/13/2012 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
- Ad hoc member: John Burnham – Assistant Director Environmental Health and Safety

Employee Representatives

- Lindsay Henderson- Biology - Liberal Arts & Sciences
- Ben Martinson (proxy for Jason Mitchell) - Facilities
- Tom Bennett - Civil & Environmental Engineering
- Eric Franklin – Fine Arts

Issues Discussed:

Minutes Approved

Narrative:

- The Committee approved the May meeting minutes with minor corrections to attendance roster.

Personnel Involved:

- All of Safety Committee.

Accident Review

- There were several incidents in May and a couple already in June. Most incidents did not result in missed work days, but one resulted in lost days and another in light duty. Kristin noted there have been multiple incidents at the Helen Gordon Child Development Center and the Campus Rec Center this year, so these may be trends we want to discuss going forward.

Personnel Involved:

- All of Safety Committee
Inspection Checklist

- EHS developed a draft inspection checklist based on other checklists in use at similar universities, OSHA regulatory requirements, and PSU’s logs of injuries and accidents. Checklist was designed to be flexible and have room for additional items as needed for specific types of work locations.
- Suggestions from the Safety Committee included:
  - Add priority level information to indicate how quickly something should be addressed
  - Add a question regarding sufficient lighting
  - Add a question regarding odors/dust
- The question was raised: How will high risk scenarios be addressed? EHS representatives will participate in all inspections and can shut down any equipment or operation that poses an imminent hazard.
- Site/department representatives will be present for inspections and will be given a copy of the results.
- Note that lab inspections will be handled through the Chemical Hygiene Committee.
- Access Committee is working on entrance and walkway issues, which is related to stairways, a common area for injuries on campus.

Personnel Involved:

- All of Safety Committee

Action Item:

- Heather will update the Safety Committee regarding the Chemical Hygiene Plan for PSU.

Safety Committee Charter

- EHS will be reporting to a campus Risk Manager in the near future. The Charter is on hold until that person is hired.
- Mark Gregory is still the group’s liaison in the meantime.
- No response was received on the Safety Committee’s request to Mark Gregory for funding for thermo-sensitive ice indicators on sky bridges.

Personnel Involved:

- All of Safety Committee

Action Item:

- Mark will email Heather the request sent to Mark Gregory. Heather will follow up.
Safety Committee Membership Review

- Everyone present indicated they would like to continue on the Committee.
- Mark has been Chair for 2 years and a vote for a new Chair is scheduled for the next committee meeting.
- Bryant asked that the Faculty Governance Guide be updated after a new Chair is selected, as Bryant is still listed.
- Heather asked if Robert Grondin, a Facilities Electrician, could join the Committee. Everyone agreed this is acceptable.
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.