8/15/2012 Attendees:

**Employer Representatives**
- Todd Bauch - Student Development - Student Affairs
- Mark Russell – Operations Manager, SMSU
- Bryant Haley – Emergency Manager, CPSO
- Heather Randol - Environmental, Health and Safety Manager
- Kristin Smith – Human Resources
- Ad hoc member: John Burnham – Assistant Director Environmental Health and Safety
- Guest: Scott Jaqua – Radiation Safety Officer, EHS

**Employee Representatives**
- Lindsay Henderson - Biology - Liberal Arts & Sciences
- Jason Mitchell - Facilities
- Tom Bennett - Civil & Environmental Engineering
- David Fetter – OIT
- Lorne Isabel - College of Engineering

**Issues Discussed:**

**Introductions**

**Narrative:**
- Introductions were made including new faculty member, Lorne Isabel
- Todd will follow up with Robert Grondin to determine if he is still available to participate.
- Mark will check with Wayne to see if John Malmberg will continue to participate.
- A review of the membership shows that we will still have an appropriate balance of represented (Employee) and unrepresented (Employer) members if Don Johansen joins the committee, and he has expressed a willingness to do so.
- Heather will check with Don Forsythe to clarify the representation needs of the Housing department

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

**Minutes Approved**

**Narrative:**
- The Committee approved the July meeting minutes

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

- There were no accidents to review since the July Safety Committee meeting, although Kristin noted there were a couple of forms very recently submitted that we can review next time.

**Personnel Involved:**

- All of Safety Committee

**Safety Committee Website changes**

**Narrative:**

- Scott Jaqua and Heather discussed some possible updates to the website, including removal of many old documents from the “Documents” page (to be archived in EHS’s electronic files), updates to the members page, etc…
- David Fetter clarified how the contact link to email the Safety Committee worked, although it is rarely used
- Safety Committee did not express any concerns about these changes. EHS to make modifications and email the committee to review the changes when they are completed.

**Personnel Involved:**

- All of Safety Committee

**Review of Safety Committee Annual Report**

**Narrative:**

- Committee reviewed the Annual Report drafted by Mark Russell and provided comments.
- Concern over whether there should be funds in EHS for safety committee recommendations; many of the recommendations will likely be either departmental responsibilities or Facilities responsibilities.
- A main concern is clarifying the process for administration to respond to recommendations and how recommendations will be implemented

**Action Item:**

- Mark Russell to incorporate comments and email updated report to Safety Committee

**Hazard Identification Training**

- Heather and John presented the second half of training that reviewed the inspection checklist subject areas including Personal Protective Equipment, Stairs/Stairways, and Other Common Hazards

**Personnel Involved:**

- All of Safety Committee
Select Location for Pilot Workplace Inspection

- A location that is relatively straightforward but has a few safety issues would be ideal
- Areas for consideration included the Data Center, CPSO, I-STAR lab, and the Materials Lab (Eric Franklin’s area)
- Heather will go see the Data Center to see if it is a suitable place for our initial inspection.

Personnel Involved:

- All of Safety Committee