Campus Safety Committee Meeting
September 10, 2014 1 pm ASRC 210

09/10/2014 Attendees:

Employer Representatives:

- Mark Russell – Operations Manager, SMSU
- Heather Randol - Environmental Health and Safety Manager

Employee Representatives:

- Tom Bennett – Civil and Environmental Engineering
- David Fetter – OIT
- Lindsay Henderson – Biology

Ad–hoc Attendees:

- Raychel O’Hare - support member, Environmental Health and Safety
- Bob Happel – Fire and Life Safety Officer, Environmental Health and Safety

Absent Members:

- Todd Bauch – Student Development – Student Affairs
- Kerry Gilbreth (Proxy for Kristin Smith) – Human Resources
- Nick Weltch – Campus Public Safety
- Eric Jensen – Fine Arts
- Nikki Kress – Transportation and Parking Services
- Jill Jones – Facilities and Construction Safety Officer

Issues Discussed:

Review and Approve August Minutes

Narrative:

- Roll was taken
- There were not enough members present for quorum.
- The August Minutes were approved with the edit of removing Robert Grondin from roll.

Personnel Involved:

- All of Safety Committee.
Accident Review
Narrative:

- Not completed due to Kerry Gilbreth’s absence.

Personnel Involved:
- Mark Russell

New Member Search
Narrative:

- Mark, Todd, and Heather met earlier to discuss potential candidates:
  - AB Paulsen – English Dept.
  - Pauline Duffy – Social Services
  - Nick Weltch’s replacement
    - Nick has too many responsibilities, and it is not necessary for CPSO to attend this committee and the Facilities committee, so they will not attend the facilities safety committee any longer.
    - Most likely will be Peter Stuart Ward
  - We also need a Facilities member to replace Robert Grondin

Personnel Involved
- Heather Randol and All of Safety Committee

Next Inspection Location: Shattuck Hall
Narrative:

- Inspection will be on Thursday, September 18
- Nick Weltch will be present for the CPSO portion.
- Eric, Bob and Jill will be conducting the inspection with the results to be discussed at the next meeting.
- At the next meeting the next inspection location will be selected. Thus far, ASRC, the Art Building, and HGCD have been inspected.
- Location ideas include: UCB, Engineering Hoop House, Lincoln Hall Scene Shop, and iStar (Heather will follow up with Peter Dusicka).

Personnel Involved
- Mark Russell and Heather Randol
Goals for the Coming Year
Narrative:

• Communicate presence – the committee has been getting mentioned at CPR and First Aid training, but could benefit from increased presence such as at Admin meetings and All Staff meetings.
  o Perhaps creating a bookmark to put out at meetings?
• Complete four inspections
• Better coordination with other safety committees on campus
• Complete First Aid and CPR trainings – perhaps add Safety Committee business cards to the CPR mini-backpacks
• Encourage staff to add CPSO’s and Facilities number to their phones (people have asked for the numbers)

Personnel Involved:
• Mark Russell and All of Safety Committee

Future Meeting Location
Narrative:

• The ASRC location works best for people, and will be kept as the meeting location.

Personnel Involved:
• All of Safety Committee

Other Items
Narrative:

• Update from the Facilities and Construction (F&C) Committee
  o Tunnel tours were completed for ½ of the tunnels
  o There are lots of things to improve upon – slips/trips/etc., signage
  o Heather and Jill are working to create a safety recognition program for Facilities – nominating co-workers for being safe, each person in winning department gets a small prize.
• Fire incident in UCB
  o An exit sign caught fire for an unknown reason and was put out via extinguisher by a person from athletics.
  o A newly installed alarm system, that had just been tested, failed to alarm. There will be follow up on the alarm.
• Heather will be attending a campus meeting this Friday regarding incorporating wellness into campus.
  o It has been shown that safety and wellness are more linked than one may think.
  o She will provide an update at the following meeting.

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