9/21/2012 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
- Don Johansen – Property and Risk Management
- Ad hoc member: John Burnham – Assistant Director Environmental Health and Safety

**Employee Representatives**

- Lindsay Henderson - Biology - Liberal Arts & Sciences
- Jason Mitchell – Environmental Health and Safety
- Tom Bennett - Civil & Environmental Engineering
- David Fetter – OIT
- Eric Franklin – Fine Arts
- Robert Grondin - Facilities

**Issues Discussed:**

**Introductions and Minutes Approved**

**Narrative:**

- Introductions were made including new members Robert Grondin and Don Johansen
- The Committee approved the August meeting minutes

**Personnel Involved:**

- All of Safety Committee.

**Accident Review**

**Narrative:**

- Music department injury will entail a thorough review/investigation by SAIF, e.g., for preexisting conditions, etc…
- Helen Gordon injury did not result in medical treatment so it will not end up being a claim
- Injury resulting from a slip on Mt. Hood looks like there will be extensive medical follow up needed.

**Personnel Involved:**

- All of Safety Committee
Proposal for First Safety Committee Site Visit

Narrative:

• David Fetter led Heather Randol and John Burnham on a tour of the Data Center in Fourth Avenue Building. It appears to be a good location for our trial run of the Safety Committee Inspection Checklist that has been developed.

• Mark Russel, Bryant Haley, Heather Randol and David Fetter will participate in first walkthrough and report back to the Safety Committee at the next meeting. Heather will schedule the walkthrough.

• David has talked to Annie Berger and Will Garrik, who are responsible for the area, and they are supportive of this effort.

• Noted that in recent insurance inspections of the campus the Data Center was noted as a high value area.

Personnel Involved:

• All of Safety Committee

Follow up on Web Page Changes

Narrative:

• EHS has not yet completed proposed changes to web.

• Group discussed using Google Groups vs. the listserve – was a decision reached?

• David provided a brief description of how the ticket system works. A project queue would be a way to track projects. Next month’s agenda can include a demonstration of Request Tracker.

Action Item:

• Include demonstration of Request Tracker on next month’s agenda.

Building Coordinator Group

Narrative:

• Bryant is working on this project, it is still under development but the goals include: creating a community in each building; enhancing means to communicate with Facilities regarding building issues; creating a “See Something – Say Something” culture; increasing communication and knowledge of building safety issues and safety features.

• Don mentioned the group in ASRC, which is run under condo association laws, might serve as a model.

• Bryant will keep the Committee updated as this project proceeds.

Personnel Involved:

• All of Safety Committee

Other Items

Narrative:

• Safety Committee may want to have a table at the upcoming Benefits Fair. Kristin Smith to look into.

• Dean of Students is forcing students to enter an emergency contact, info will be in Banner, but it is difficult to keep it up to date. Employees are not currently required to input an emergency contact.

• EHS has recently conducted safety training for CPSO and SHAC.

Action Items:

• Mark Russell will send out annual report.