

Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today's meeting)

Employee Represented:

- Tom Bennett (TBe), Civil & Environmental Engineering
- Peter Dusicka (PD), Civil & Environmental Engineering
- Carey Gibbar (CG), Facilities & Property Management, Chair
- Lorenzo Guzman (LG), Office of the Registrar
- Erica Hunsberger (EH), Environmental Health & Safety
- Martha Ketchum (MK), Student Activities and Leadership
- Aaron Landreth (AL), Office of Information Technology
- Phillip Lafrenz (PL), Transportation & Parking Services
- Jeffrey Smith (JS), Diversity & Multicultural Student Services
- Karin Waller (KW), International Affairs
- Carith Wiseman (CW), College of Education

Employer Represented:

- Todd Bauch (TBa), Campus Recreation
- Jack Dorkey (JD), Human Resources
- Sarah Kenney (SKe), Construction & Real Estate
- Shaun Kohn (SKo), Smith Memorial Student Union
- Jeffrey Rook (JR), Environmental Health & Safety
- Leslie Walters (LW), Facilities & Property Management
- Craig Whitten (CWh), Campus Public Safety Office
- Jenna Wilson (JW), Viking Pavillion

Alternate:

Ad Hoc:

Meeting Call to Order

Date: 11/13/2019

Time: 1:00 pm

Quorum Met: Yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is
- Minutes approved with minor corrections
- Minutes not approved – corrections required
- Minutes not approved – quorum not met

Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

- CG - Charter Review
 - Charter should be reviewed/updated every two years and is due by the end of December 2019
 - Document should be reviewed and approved at next month's meeting

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

- 9/2019 – Employee slipped on puddle and fell while avoiding moving supplies and boxes, landing on right knee and tailbone, also twisting right foot
- 10/2019 – Employee smashed their hand between ladder and an exposed pipe while pulling a tall library ladder around a corner
- 10/2019 – At HGCDC an employee was at a corner spooning soup into bowls and had their right elbow pushed in by a bussing container operated by another individual

Non-Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: Millar Library

Quarter of inspection: Fourth Quarter

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

Rounds / New Safety Concerns(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- KW - Lost access to share drive
 - EH: Add Karen to Google group
- CG - How do we obtain budgeting for the Safety Committee?
 - EH: Follow up with JR to discuss budget

New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- 11/13/2019 – EH follow-up with how to address seismic bracing in campus moves
- 11/13/2019 – EH follow-up with Jeff R. to discuss possible sources of budgeting for committee

Meeting Adjourned

Time: 1:47 pm

Next Meeting

Date: 12/11/2019

Location: ASRC 210a