01/08/2014 Attendees:

**Employer Representatives:**
- Todd Bauch – Student Development – Student Affairs
- Heather Randol - Environmental Health and Safety Manager
- Bryant Haley – Emergency Management
- Mark Russell – Operations Manager, SMSU

**Employee Representatives:**
- Tom Bennett – Civil and Environmental Engineering
- Eric Franklin - Fine Arts
- Lindsay Henderson – Biology
- Jim Stapelton (as Proxy for David Fetter) – OIT

**Student Representative:**
- Luis Perez – ASPSU Senator

**Ad –hoc Attendees:**
- Keri Bishop - EH&S support member
- Bob Happel – Fire and Life Safety officer

**Absent Members:**
- Robert Grondin - Facilities & Property Management
- Nikki Kress – Transportation and Parking Services
- Jill Jones – Facilities and Construction Safety Officer
- Kristin Barber – Human Resources
- Lorne Isabel - Engineering and Computer Science

**Issues Discussed:**

**Introductions and November Minutes Approved**

**Narrative:**
- Roll was taken
- Everyone introduced themselves to Luis Perez. He is a new member of the Safety committee
- The December Minutes were approved.

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

Narrative:

• Kristen is out sick, so there will be a longer Accident Review in March that will cover the beginning of 2014.
• Another possibility would be to have an Accident Review via email that would cover January and February.

Personnel Involved:

• All of Safety Committee

Future Safety Committee Inspections

Narrative:

• The following is a list of future safety committee inspection options:
  o SMSU
  o Lincoln Hall Scene Shop
  o SHAC – after remodel
  o Peter Stott Center
  o East Hall – will wait a little longer to do this inspection (allow more time to pass between the KOIN 6 Report and the Safety Committee Inspection)
  o Library – after Sprinkler Remodel
  o Campus Wide Review of a building feature
  o Civil Engineering Hoop House
  o University Place
  o Library Warehouse – located in NW Portland
  o USB Basement – after remodel
• The Peter Stott Center is the most feasible location for the Safety Committee to inspect this term.
• Tom, Bryant, Mark, and Heather will attend this inspection.
• Heather will contact Rick McReynolds about setting up a time for the inspection.

Personnel Involved:

• Heather Randol and All of Safety Committee

CPR Update

Narrative:

• There were 3 CPR sessions offered in December.
• The take-away from the sessions was that the CPR classes should be overbooked in case of any last minute cancellations.
• The employees really seemed to appreciate that the class was being offered to them.
• The CPR classes seemed to draw a wide variety of employees from across campus
• Heather will follow up with SHAC about possibly doing another cluster of CPR sessions around the end of the term.
Personnel Involved
- Heather Randol

Facilities and Planning Safety Committee Debrief
Narrative:
- Facilities and Planning had their 1st Quarterly Safety Inspection yesterday in the Landscaping shop.
- The inspection found the need for some new and more up to date signage. There was also 60 gallons of gas cans lying out in the open. EH&S offered the use of the empty flammables cabinet to store the gas cans.
- The Facilities Safety Committee is developing a Projects Schedule and a Vehicle Safety training.
- Jill will have more information at the March Safety Committee meeting.

Personnel Involved:
- Jill Jones (Heather provided update, Jill will follow up)

SAIF Training
Narrative:
- Instead of the usual meeting in February, there will be a 3hr long SAIF Accident Investigation training.
- The training will be held with the Facilities Safety Committee.
- Location: SMSU Room: TBD
- For those members that want to attend Gordon’s ergonomics training before the Accident Investigation training, Heather will organize a registration.

Personnel Involved
- Heather Randol

Hazard Communication Program
Narrative:
- The PSU Hazard Communication Plan was recently updated
- The updated plan ensures that employees are properly trained in specific chemical use; including proper PPE and accessing the correct Safety Data Sheets.
- The updated plan DOES NOT apply to Laboratories or consumer product use (i.e cleaning an office window with Windex)

Other Items
Narrative:
- Bob had a meeting with City Parking and Transportation about the crosswalk in front of Helen Gordon and they will be sending an Engineer out soon to address this issue.
• Welcome Packet for New Committee members has been discussed in the past; currently Todd is meeting directly with new members when they join to discuss safety committee.
• Bryant is working on an all Campus Hazard plan. There is currently a shorter version of this plan in use with plans to roll out a more detailed version soon.
• Bob is currently working on setting up building evacuation plans, some things that still need to be determined though are:
  - Responsibilities of a Floor Warden
  - Logistics of Evacuating Buildings, especially complicated floors

Personnel Involved:
• Bryant Haley, Bob Happel, and All of Safety Committee