10/10/2012 Attendees:

**Employer Representatives**
- Todd Bauch - Student Development - Student Affairs
- Doug Kenck-Crispin (proxy for Mark Russell)
- 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
- Ad hoc member: Scott Jaqua – Radiation Safety Officer

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

**Issues Discussed:**
**Introductions and Minutes Approved**

**Narrative:**
- Introductions were made including proxy member Doug Kenck-Crispin
- Clarification about the Google Groups discussion from the August meeting. It seems that no decision was reached. Todd Bauch will follow up with David Fetter to see if a decision was reached and the next steps.
- The Committee approved the September meeting minutes
- Scott Jaqua will keep the minutes from now on

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

**Accident Review**

**Narrative:**
- Maintenance Manager injury only required a medical check, no missed days of work.
- The instructor that was injured by a slammed window went to medical, but there were no missed days of work.
- Injury resulting from a dresser slipping and falling on a maintenance worker required a medical check, but no missed days of work.
- Follow ups from August Accident Review
  - Childcare/Helen Gordon injury did not require a claim, so will be removed from the list.
  - The injured professor on Mt. Hood will require extensive medical follow up, so it is ongoing.
  - Music department professor is ongoing investigation into the percentage that was work-related, so it could come off the list.

**Personnel Involved:**
- All of Safety Committee
First Safety Committee Site Visit

Narrative:

- David Fetter, Heather Randol and Bryant Haley toured the Fourth Avenue Building (FAB) on October 3, 2012.

- The following comments were discussed:
  - Housekeeping – dusty halogen lamp, trip hazards, fall hazards.
  - 18-inch rule around sprinkler heads.
  - Noise levels were below the required levels by OHSA, but recommended hearing protection be provided as an option.
  - Leak in Taco Del Mar – ongoing repair.
  - First aid kits – recommended having them available.

- Heather asked the committee for their input and feedback on the Workplace Inspection Form. Comments:
  - The committee discussed how to deliver the comments, recommended actions, and follow up timeframe.
  - Todd suggested having the comments and recommended actions given in an in-person meeting, rather than via email. Heather agreed that emailing the form to the responsible parties and then meeting with them to discuss the findings. Todd said he would be willing to attend meeting(s) with department representatives. Heather also suggested that we have departments provide feedback on our approach in communicating the findings. Don Johansen emphasized that corrective actions should be specific. Jason Mitchell pointed out the need to contextualize the Workplace Inspection program.
  - Bryant brought up the idea to add severity levels to emphasize those areas that occupants should emphasize. Don mentioned that EHS and Risk Management would be involved in following up and documenting compliance. Don also mentioned the possibility of holding occupants financially responsible in the event of a loss. Heather mentioned that assigning severity is troublesome because of the nature of risk analysis. Some things could be high risk, low severity, which could end up having the same score as those with low risk, high severity. This might emphasize the wrong things in assigning a score.
  - The recent fire marshal inspection, corrective actions, and fines were discussed in the context of the Workplace Inspection program.

- Heather asked the committee if another inspection should occur in 2012 or wait until January 2013 since this one happened in October.
  - The committee agreed that this would be a good approach.
  - Don suggested the library be next on the list because of its high risk/high loss from an insurance perspective.
  - The committee will determine a location for the January inspection at an upcoming meeting.

Personnel Involved:

- All of Safety Committee

Follow up on Web Page Changes

Narrative:

- EHS has not yet completed proposed changes to web.
- All but December 2011 minutes were found and are now posted on the website.
Action Item:
- David Fetter will include demonstration of Request Tracker on next month’s agenda.

Benefits Fair
Narrative:
- The Safety Committee will have a table at the Benefits Fair on October 22, 2012 from 10 am to 2 pm.
- Kristin Smith provided the Safety Committee flyer from the 2010 benefits fair

Action Items:
- Scott will make a new flyer and provide 75 copies for on the table.
- Heather will bring a big bowl of lifesavers and a sign saying, “Safety is a lifesaver.”
- Jason will research other SAIF materials for on the table.
- Heather will ensure that at least one EHS representative will be at the table during the fair.
- Todd will create a google doc/calendar for Safety Committee members to sign up for the other spot(s) at the table.

Personnel Involved:
- All of Safety Committee

Other Items
Narrative:
- Insurance: Don Johansen explained the current insurance situation at PSU.
- The Risk Manager position has been approved and the position description has been written and will be posted soon.
- An OSHA inspector visited SHAC Dental because of an employee concern about airflow, mercury levels in air, and mold. Heather provided the last inspection conducted by the Safety Committee and the past 6 months of Safety Committee minutes, but since the inspection program is just getting started again, there may be a citation about that forthcoming.
- Todd, Bryant, and Heather will be participating in the Fall CPSO Safety Walk on Thursday, October 18, 2012. This highlights the activities and issues occurring after hours.

Action Items:
- Todd will follow up with Don Forsythe about the administration of the Safety Committee and what he feels the scope and approach should be.