CAMPUS SAFETY COMMITTEE MEETING

NOVEMBER 12, 2014 at 1:00 pm

11/12/2014 Attendees:

Employer Representatives:

- Mark Russell – Operations Manager, SMSU
- Heather Randol - Environmental Health and Safety Director
- Nick Weltch – CPSO
- Kerry Gilbreth – Human Resources
- Melissa Young – Human Resources

Employee Representatives:

- Tom Bennett – Civil and Environmental Engineering
- Lindsay Henderson – Biology
- Eric Wright – Transportation and Parking Services
- Jill Jones – Construction Safety Officer

Ad-hoc Attendees:

- Keri Bishop - EH&S support member

Absent Members:

- Eric Jensen - Fine Arts
- Todd Bauch – Student Development – Student Affairs
- Olivia Preston – ASPSU
- Justin Heath - ASPSU
- David Fetter – OIT
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Issues Discussed:

Introductions and October Minutes Approved

Narrative:

• Roll was taken
• Everyone introduced themselves to Melissa Young. She will permanently be replacing Kristen Barber on the committee.
• Kerry Gilbreth will no longer be attending the Safety Committee meetings. She is here today to pass the baton onto Melissa.
• Keri will email David Fetter to make sure that the committee’s list serve is up to date and accurate.
• The October Minutes were approved.

Personnel Involved:
• All of Safety Committee.

Accident Review

Narrative:

• 3 pokes and punctures involving SHAC personnel.
• 2 cuts involving FPM personnel.
• One broken toe as a result of improper lifting
• One head bump which resulted from getting up from a desk
• One repetitive motion injury; finger
• One case of heat sickness that resulted from an employee traveling abroad for PSU.
• One shoulder and back injury that resulted from a door falling on an employee. This matter has already been addressed, and the door in question was removed.
• One slip trip and fall outside of the Engineering Building due to weather conditions.

Personnel Involved:
• Melissa Young, Kerry Gilbreth, and all of Safety Committee
**New Member Search**

Narrative:

- Heather followed up on the lead concerning A.B. Paulson and instead found Susan Paulson in the Communications Department.
- Dr. Paulson is a professor Emeritus that recently returned from vacation.
- Heather has left her a voicemail and is currently waiting to hear back.
- Heather will also contact Peter Dusicka in the I-Star Lab to see if he has any interest in joining the Safety Committee.
- Jill will ask her FPM Safety Committee if anyone is interested in joining the Campus Safety Committee as well, to replace Robert Grondin.

**Personnel Involved**

- Heather Randol

**Upcoming I-Star Inspection**

Narrative:

- Heather will contact Peter Dusicka to schedule an inspection of the I-Star lab before the end of the quarter.
- Melissa Young has been added to the I-Star inspection group list.

**Personnel Involved**

- Heather Randol

**Annual Report Review**

Narrative:

- After last month’s meeting, Mark revisited the annual report and edited it.
- The committee reviewed the report again and found some wording issues.
- Some items in the difficulties section were carried over from the FY 2013 report and should be removed.
- Mark will make the necessary adjustments to the annual report and resubmit it to the committee via email for approval.

**Personnel Involved**

- All of Safety Committee
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**Other Items**

**Narrative:**

- The FPM Safety Committee will soon be having its first annual review, and the committee is also finalizing a new safety recognition program that is scheduled to begin on December 1, 2014.
- CLSB will have its first emergency drill next week.
- 11/13/2014 will be the first inclement weather meeting of the school year as well as the new VP of FADM’s first inclement weather meeting.
- There will be a public meeting concerning the upcoming changes to CPSO on 11/24/2014.

**Personnel Involved:**

- Nick Weltch, Jill Jones, and Heather Randol

**Action Items:**

- Mark will email Melissa a copy of Kristen’s accident report handouts
- Melissa will bring Accident Review handouts next month.
- Heather will contact Peter Dusicka to schedule the I–Star inspection and also see if he has any interest in joining the Campus Safety Committee.
- Mark will revise the annual report and email his revisions to the committee for review.
- Keri will email David Fetter concerning the list serve.