07/10/2013 Attendees:

**Employer Representatives:**
- Heather Randol - Environmental Health and Safety Manager
- Todd Bauch – Student Development – Student Affairs
- Mark Russell – Operations Manager, SMSU
- Kristen Barber – Human Resources

**Employee Representatives:**
- Tom Bennett – Civil and Environmental Engineering
- David Fetter – Office of Information Technology
- Bryant Haley - Emergency Management Unit
- Lindsay Henderson - Biology
- Eric Franklin - Fine Arts
- Lorne Isabelle – Civil and Environmental Engineering and Chemistry

**Ad – hoc Attendees:**
- Raychel O’Hare- EH&S support member
- Bob Happel - PSU Fire and Life Safety Officer

**Absent Members:**
- Don Johansen - Risk Management
- Robert Grondin - Facilities & Property Management

**Issues Discussed:**

**Introductions and Minutes Approved**

**Narrative:**
- Roll was taken
- Everyone introduced themselves to the guest speaker, Bob Happel, and new EHS student worker, Raychel O’Hare.
- The June Minutes were approved.
- CPR training dates to be sent out to members by Heather.
- ASRC 210A will be the meeting location for the next fiscal year, except in September. Todd will notify members of the location prior to that meeting.

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

• July 2013 – 10 Incidents Reported
  o Four injuries due to falling
  o Two lacerations
  o Two neck injuries resulting from an automobile accident
  o Two collisions with inanimate objects
• SAIF representative, Gordon, will be back in August. Members should bring any questions they have.
• Heather has a copy of a previously conducted stairway inspection report, and can send it out. She will speak with Facilities about realistic adjustments.

Personnel Involved:
• Kristen Smith and All of Safety Committee

Introduction of Bob Happel, Fire and Life Safety Officer, Env. Health & Safety
Narrative:

• Bob will be joining the committee as an Ad-hoc member. He has 31 years of experience with Portland Fire, specializing in Haz-Mat.
• Bob’s role includes working with the fire inspector, developing emergency response plans for every building and reducing re-inspection fees.
• Re-inspection fees occur when the Fire Marshall returns and previous problems have not been fixed. These fees must be split by department, and fines are doubled to due overhead cost. There currently is no protocol for violations incurred by student groups.
• Pre-inspection letters come out three months in advance and Bob will notify people once letters have been received.
• The city has been encouraging plans in the event of a major earthquake. 72 hour kits, etc.
• He recently followed up on a poorly executed fire alarm evacuation in the engineering building.
• He is interested in working with other departments to discuss the evacuation of students with mobility issues, as well as fall RA and freshman fire safety information.

Personnel Involved:
• Bob Happel and All of Safety Committee

Future Safety Committee Inspection—Campus Rec (the BIG Scrub)
Narrative:

• August 27th – volunteers have it on their calendars already.

Personnel Involved:
• Heather Randol and All of Safety Committee
Safety Committee Charter Review

Narrative:

- Ideas for emphasizing participation have been made less harsh.
- Heather’s revisions discussed.
- Motion approved to send charter to Brian Roy for finalization confirmation, upon his approval. Heather will post the charter online if it is approved.
- According to charter, Safety Committee Chair must be decided each year. Motion to affirm Todd Bauch as Chair for another year. All in favor with Todd abstaining. Todd accepts Chair position.
- Bryant requests that his listing in the faculty guide as the chair is corrected. Heather to follow-up.

Personnel Involved:

- Heather Randol, Todd Bauch and All of Safety Committee

Other Items

Narrative:

- Fund for people coming back to work – there will be a meeting with Gwen.
- First Aid Kits at Stores – they are $20, no meds that expire, announce their availability at CPR trainings or give as freebies? To be discussed.
- SAIF training visits have been tabled for the present time.
- Annual Report – Todd would like to provide draft before the next meeting for people to review, so that it can hopefully be submitted to Brian in August.
- Heather will speak with Ken in Facilities about his interest in filling in temporarily.
- Heather plans on the soon-to-be hired EHS staff member starting a safety committee within Facilities and reporting back to the Safety Committee.

Personnel Involved:

- Heather Randol, Todd Bauch and All of Safety Committee