8/13/2013 Attendees:

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

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, Chemistry

Ad–hoc Attendees:
- Raychel O’Hare - EH&S support member
- Bob Happel - PSU Fire and Life Safety Officer
- Gordon Baldwin – SAIF Corporation, Guest Speaker

Absent Members:
- Don Johansen - Risk Management
- Robert Grondin - Facilities & Property Management
- Kristen Barber – Human Resources

Issues Discussed:

Introductions and Minutes Approved

Narrative:
- Roll was taken
- Everyone introduced themselves to the guest speaker, Gordon Baldwin
- The July Minutes were approved.
- This month at Campus Rec – The Big Scrub. Cleaning, painting and a safety committee inspection will take place.
- Correct spelling and department: David Fetter - Office of Information Technology, and Lorne Isabelle – Civil and Environmental Engineering and Chemistry

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

**Narrative:**

- No accident review due to Kristen’s absence – review will pick-up where it left off in September.
- Heather mentioned an accident involving a couple of researchers and an ATV. She followed up to say that there is a safety video regarding the use of ATVs available.

**Personnel Involved:**
- Heather Randol and All of Safety Committee

**Guest Speaker – Gordon Baldwin, SAIF Corporation**

**Narrative:**

- Gordon’s role is to educate employers about worker safety.
- Information packets containing information on programs (EAIP, preferred worker, etc.) and accident statistics (accidents by department, etc.) distributed to committee.
- Recently, Heather and Gordon broke down accident statistics by department to examine where problems areas are located. FAP is the department with the highest number of claims. This information directly resulted in the creation of a, soon to be starting, construction safety position at EH&S.
- SAIF has many training opportunities including injury prevention and keeping well, accident review, safe loss control, safety in motion (best practice ergonomics – can reduce strain/sprain incidents up to 60%), etc.
- The biggest threat in the work place is silence – seeing something dangerous and not saying something. “I’ve got your back” contract can help open dialogue between co-workers.
- PSU already doing a fairly good job at prevention. When the insurance policy separated from the state, PSU’s premiums went down due to safety measures.
- Anyone interested in training should contact Heather. Additionally, training materials (poster, literature, etc) are available free of charge with or without completing a training program.
- Heather has received a copy of the “Stair Report” from Gordon and will have more information on this next week. This is related to the fact that slips, trips and falls have a high rate of occurrence and are very costly.

**Personnel Involved:**
- Gordon Baldwin, Heather Randol and All of Safety Committee

**Future Inspections**

**Narrative:**
• Campus Rec will be inspected at the end of this month.
• Fall term inspection ideas were solicited, as the short list has been completed, except for iSTAR which has some other things going on with it. Ideas include: the carpentry shop at USB, SHAC, to start with areas that have the highest number of claims (see Gordon’s statistics), Ondine, and art rooms in Neuberger.
• A future inspection list will be discussed and created at the next meeting.

**Personnel Involved:**
- Todd Bauch and All of Safety Committee

**Campus-Wide CPR/ First Aid Update**

**Narrative:**
- People are interested in becoming certified, but the allocation of responsibilities is still being determined.
- Thus far, EH&S has covered logistics and SHAC has done the trainings for Facilities staff.
- A meeting with Gwyn Ashcom and others was held, but no firm commitment was made. Another meeting will be held with Kristen.
- If SHAC is unable to commit to providing trainings, other resources such as the Red Cross and Bob’s contacts may be pursued.
- There are two remaining trainings offered this summer for interested parties. Heather will send information to those who requested it - Mark, Tom, Bryant, and Lindsay.

**Personnel Involved:**
- Heather Randol, Todd Bauch and All of Safety Committee

**Charter Review**

**Narrative:**
- The charter was posted online as of this morning, per the decision at the July meeting.
- Heather suggested reviewing the charter annually when the Annual Report is discussed.

**Personnel Involved:**
- Heather Randol and All of Safety Committee

**Annual Report**

**Narrative:**
- The Annual Report will be sent out for review.
- Todd requested the help of the committee to brainstorm ideas for the difficulties, victories and next year’s goals sections.
• Ideas for “Difficulties” included: needed risk manager and had to wait to complete certain items, at the beginning of the year inspections weren’t occurring
• Ideas for “Victories” included: hazard identification training, checklist completed
• Ideas for “Goals” included: four more inspections – refine follow-up/create selection criteria, CPR/safety hazard/etc. trainings, appropriation of budgetary funds to increase campus awareness of program (Bob will be playing a role in new employee training to plug EH&S resources and could add-in Safety Committee plug.), supporting creation of new Facilities/EH&S Safety Committee, Safety Summit – a meeting of all the safety committees on campus
• Member updates: Bob will remain an Ad-hoc member unless Nikki from Transportation joins the committee. This is so that the new EH&S employee (Construction Safety) can be a member and act as a bridge between the committee and the future Facilities committee.
• Todd will send out an updated draft of the report containing today’s contributions.

Personnel Involved:
• Todd Bauch and All of Safety Committee

Old Business/Other Business
Narrative:
• Letter of Support – the committee will not be issuing a letter of support in regards to the campus safety feedback solicited at last month’s meeting. This is because the feedback was intended to be a venue for collecting thoughts, and not meant as a final commitment of people’s opinions.

Personnel Involved:
• Heather Randol and All of Safety Committee

Meeting Adjourned at 2:10pm