

PSU Safety Committee Minutes 11/09/11

11/09/11 Attendees:

Employer Representatives

David Hobbs- David Hobbs, Facilities & Planning

Mark Russell – Operations Manager, SMSU

Darcy Harris (Proxy for Bryant Haley) - Emergency Management Coordinator

Todd Bauch- Student Development - Student Affairs

Employee Representatives

Lindsay Henderson- Biology - Liberal Arts & Sciences

Jason Mitchell- Facilities

David Fetter- Unix System Administrator, OIT

Issues Discussed:

The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective Action (actions or recommendations made to address situation or problem)

Minutes Approved

Narrative:

- The Committee approved the October meeting minutes.

Personnel Involved:

- Safety Committee

New Committee Member

Narrative:

- Heather Randol is the new EH&S manager and will be a permanent replacement for David Hobbs, effective immediately. Likewise, John Burnham from EH&S will be participating in an advisory role for the committee.

Personnel Involved:

- Safety Committee

Accident Review

Narrative:

The accident review will be tabled until next month's meeting when Kristin Smith is able to attend.

Personnel Involved:

- Safety Committee

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Mass E-mail for Campus Listserv

Narrative:

- Mark Russell will draft a memo to provide awareness to the campus community regarding the mission, purpose, and vision of the Safety Committee. Likewise, the memo will address the fact that the Safety Committee can be used as a forum for campus safety issues and concerns that affects faculty and staff. The draft will be sent to the Safety committee list serve first for final approval by the committee members.

Personnel Involved:

- All of Safety Committee.

Access Control Meeting

Narrative:

- Mark Russell contacted Stacie Potter from LENEL regarding a streamlined process for security and locking campus buildings at night to help mitigate homeless individuals from using PSU facilities. Mark Russell was told that the Access Control meetings are currently not formalized and Mark will begin e-mail correspondences with Phillip Zerzan (CPSO), Sharon Blanton (OIT), and Robyn Pierce (FAP) to address these issues and concerns.
- Also, if an ad hoc committee is established to discuss buildings hours and locking procedures then Todd Bauch (Student Affairs) would like to be a part of this committee.

Personnel Involved:

- All of Safety Committee.

Update on the Funding Request from FADM

Narrative:

- Kristin Smith will put together a budget for the costs associated with the SAIF Corp. trainings. Also, Jason Mitchell advised the committee that the thermo-sensitive ice indicators will cost about \$100.00 dollars apiece and that we should purchase between 6-7 of them for the sky bridge walkways where there is a high volume of falls due to ice in the winter.

Personnel Involved

- All of Safety Committee.

Website Maintenance

Narrative:

- The Safety Committee website should be linked with EH&S, CPSO, and EM for awareness and continuity. Also, the intern will delete all meeting minutes prior to 2006 and PDF those minutes to Heather Randol for archiving.

Personnel Involved:

- All of Safety Committee

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Other Items

Accident Reviews

- **Narrative:**

Under the OAR with which the safety Committee resides, we are required to go over accident reviews for the campus community monthly. A system should be implemented where there is a proxy to do this for the HR committee member when they are unable to attend the meetings.

- Also, an evaluation of all Safety Committee members' attendance should be done in order to ensure consistency and to identify possible replacements for those members who are unable to attend on a monthly basis.