

PSU Safety Committee Minutes 7.13.2011

7/13, 2011 Attendees:

Employer Representatives

Bryant Haley - Emergency Management Coordinator, Emergency Management

Mark Russell – Operations Manager, SMSU

Kristin Smith – Leaves Manager, Human Resources

Employee Representatives

Tom Bennett – Instrument Technician Civil & Environmental Engineering

Jason Mitchell – Industrial Hygienist Facilities

Lindsay Henderson- Biology - Liberal Arts & Sciences

Eric Franklin- Materials Lab Coordinator: Fine & Performing Arts

Todd Bauch- Student Development - Student Affairs

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 June meeting minutes.

Personnel Involved:

- Safety Committee

Accident Review

Narrative:

No accidents were reported in June.

Personnel Involved:

- Safety Committee

Corrective Action: N/A

Year End Report Review

Narrative: Safety Committee reviewed the Year End Report Review for FY2011. Review only tracked back to January, 2011, so previous six months will need to be added. Numerous corrections and clarifications are needed before report can be presented to FADM.

Personnel Involved:

- All of safety committee.

Corrective Action: Mark will send e-mail to Darcy with needed corrections. Darcy will update Year End Report and Committee will review it via e-mail prior to August meeting at which point it will be presented to FADM.

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Goals for FY2012

Narrative:

- The Committee discussed longterm goals for FY2012 and what our areas of emphasis should be for the following year. Goals identified were as follows:
 - Greater partnerships, both with SAIF as a resource and with PSU agencies that can help the Committee fulfill its mission.
 - Continued attention to publicizing and promoting the role of the Committee on campus.
 - Training, both for Committee and for campus community.
 - Standardized reportage for fire inspections. Have representatives from Auxiliary Services, property management for mock auxiliary buildings and Facilities and Planning present annual reports on fire inspections at June meetings. Make sure they are all working from the approved SAIF checklist when conducting pre-inspection surveys of buildings.

Corrective Action:

- Committee will formulate an action plan for these priorities at subsequent meetings

Officer Elections for FY2012

Narrative:

- Committee elected officers for FY 2012. Mark Russell was elected Chair and Darcy Harris was elected Secretary for FY2012.

Other Items

Narrative:

For next month's meeting:

- Discuss changing hours of building access, invite Stacie Potter from CPSO.
- Review progress on corrective actions from June minutes.
- Invite Mark Gregory for annual report.