**Safety Committee Meeting Minutes**

**September 16, 2014**

**Morken – 103: 8:45-9:45am**

**Members Present:** Laura Fuhrman, Chair; Jason Weaving, Co-chair; Joe Bell, Yvonne “Wulli” Butler; Aaron Gunther; Elisabeth Esmiol (Wilson); Tom Harvey; Sue Liden; Christina Pepin; and Toniann Johnson.

**Members Not Present:** Dan Hammerquist; Hakme Lee; and ASPLU Representative

Still waiting on ASPLU to elect a SC Representative. SC Chair to follow-up with ASPLU President

Safety Committee (SC) members introduced themselves and Joe Bell provided SC pin to new member: Elisabeth Esmiol (Wilson).

Committee Chair, Laura Fuhrman reviewed the Washington State requirements for a safety committee and explained the PLU SC structure.

Tom Harvey agreed to be the Secretary for the October 2014 SC meeting.

**Approval of May 2014 Meeting Minutes:** Approved

**Call for Additional Agenda Items:** The Chair called for any additional items to the agenda and stated that this would be the time to mention any safety concerns to be brought to the attention of SC members.

**Old Business:**

2014-15 Capital Improvement Requests: Joe reported that the following requests were completed this summer:

* Hauge – Bookshelves have been anchored for safety and earthquake mitigation.
* Olson Gym middle and top rail fall protection installed for cat walk.
* PSE Foundation Grant - $15,000 approved for initial installation of new Metis Notification System.
* Fall protection inspections of AUC, Hauge, Hong, Ordal, Kriedler, Stuen completed with Constuction Management. Contractor hired for constructing and installation.

2014-15 Capital Equipment Request:

* Ergonomic equipment budget approved.

Social Media vs. Public Service Announcements:

* SC Co-chair set-up meeting with University Communications for 9/18 to discuss link of SC Facebook page with PLU Facebook page and administrative rights. Discussion held re: uploading SC content and managing response to comments. PSA’s maybe used in future if social media safety information does not reach PLU community.

**New Business:**

Concern brought to SC attention regarding recent burglary and break-ins:

* Jason stated this time of year higher incident occurs. Campus Safety has presented information to new students and their parents. Also identified Campus Safety webpage for additional information on protecting yourself and personal belongings.

“Draft” Retail Crime Prevention Program:

* Joe explained requirement, best practice and process of written program and requested comments on “draft” sent to him prior to Oct. 2014 SC meeting. SC to vote on adopting at Oct. 2014 SC meeting.

**Committee meeting dates/time:** Unless changed by the SC Chair, the SC will meet on the 3rd Tuesday of the month from 8:45 – 9:45am in Morken 103, except for the October meeting which will be in Morken 180.

**Incident/Injury Reports:** Laura Fuhrman provided a brief overview of the incident/injury report process, Washington State Labor & Industries reporting requirements and the impact on PLU’s worker’s compensation. Data graph showing departmental incident/injury reports from 1/1/2013 –to- 8/31/2014 discussed.

May – August 2014: 21 Incidents

* 11 Lost Time Days
* 35 Restricted Duty Days
* 13 OSHA recordable incidents
* 8 Incidents Involving Student Employees

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Slip/Trip/Fall** | **Sprain/Strain** | **Burn** | **Cut/Puncture** | **Hearing Loss** | **Impact** | **Allergic/Toxic Reaction** |
| Dining & Retail Services |  | 2 | 1 |  |  |  |  |
| Facilities Mgmt | 2 | 1 |  | 5 | 2 | 3 | 2 |
| Campus Safety |  |  |  |  |  |  |  |
| Res. Life |  |  |  |  |  |  |  |
| Academic | 1 |  |  |  |  |  | 2 |
| Univ. Comm. |  |  |  |  |  |  |  |
| Conf. & Events |  |  |  |  |  |  |  |

**2014-15 Building Inspection Assignments:** Committee members signed up to inspect buildings. Joe Bell will coordinate the date and times for the inspections. The list will be posted on the EHS website.

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| --- | --- |
| **Building** | **Committee Member** |
| Olson Auditorium, Fields, and Pool | Joe Bell & Aaron Gunther |
| Mortvedt Library | Joe Bell & Yvonne “Wulli” Butler |
| Ingram Hall | Joe Bell & Toniann Johnson |
| Foss Hall | Joe Bell & Dan Hammerquist or Res. Life Replacement |
| Pflueger Hall | Joe Bell & Dan Hammerquist or Res. Life Replacement |
| Martin J. Neeb Center | Joe Bell & Tom Harvey |
| Music House | Joe Bell & Toniann Johnson |
| Health Center | Joe Bell & Christina Pepin |
| Trinity Lutheran Church and Hovd House | Joe Bell & Elisabeth Esmiol (Wilson) |
| Memorial and Names | Joe Bell & Aaron Gunther |
| Garfield Book Company and 2018 Garfield | Joe Bell & Tom Harvey |

**Next Meeting: Unless changed by SC Chair… October 21, 2014, 8:45-9:45am, Morken 180**

 **SC Group Photo to be taken by PLU Photographer. Please arrive on-time.**

**Meeting Adjourned: 9:45am**

**Joe Bell**

**Secretary**