**Safety Committee Meeting Minutes**

**April 21, 2015**

**Morken – 103: 8:45-9:20 a.m.**

**Members Present:** Laura Fuhrman Jason Weaving, Joe Bell, Aaron Gunther, Dan Hammerquist; Hakme Lee, Tom Harvey, Elisabeth Esmiol, Christina Pepin and ToniAnn Johnson.

**Members Not Present:** Sue Liden, Yvonne “Wulli” Butler

**Approval of March 2015 Meeting Minutes:** March minutes approved without any additions or corrections.

**Call for Additional Agenda Items:**

Safety Concerns: No additional safety related items.

**Old Business:**

Benefits Fair:

Approximately 200 people attended the Benefits Fair on April 9, 2015. Emergency Preparedness Pamphlets, Safety Committee Flyers and EBC information were handed out along with pens and whistles. The overwhelming success item was the whistle with the PLU logo. Tom will find out where the whistles were purchased, imprinted and the cost.

Building Inspections:

Ingram Hall, Music House, Foss Hall, Pflueger Hall, and Names Fitness Center have all been completed. Others will be done in May. For any that do not get accomplished, they will carry forward to the next term. For the buildings that have been inspected and require work orders, those will be submitted. For smaller items, Joe will follow up and complete.

**New Business:**

**Incident/Injury Reports:**

**March/April**

* 5 injuries
* 2 OSHA recordable incidents
* 1 Lost Time Cases

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

Joe encouraged everyone to report any incident or injury within 72 hours of the event to HR. This enables the situation to be corrected quickly. If there is an injury and the employee completes the necessary paperwork with their supervisor, a quick investigation in completed and there is a quick turnaround to remedy the situation. All safety members were advised to share this information with their department.

Safety Committee Report to the PLU Community:

Each year the Safety Committee publishes its Report to the Community. Joe and Laura are compiling the draft and will send out prior to the next meeting. Each person should read and send back any additions or corrections. The report will then be approved and posted on the Safety Committee website.

Elections/Appointments for 2015-2016 Safety Committee:

Committee members are generally elected for a three year position. ASPLU representative will be determined in the fall. Jason Weaving will be Chair next year. Laura asked for volunteers for the Co-Chair position next year.

**Future Business:**

* Next meeting May 19, 2015 @ 8:45 a.m. in Morken 103

**Meeting Adjourned: 9:20am**

Respectfully submitted**,**

**ToniAnn Johnson**

**Secretary**