**Safety Committee Meeting Minutes**

**September 17, 2015**

**Human Resources (Garfield Station) – Meeting Room**

**8:45- 9:45**

**Members Present:** Jason Weaving, chair, Hakme Lee, co-chair; Tom Harvey, Dan Hammerquist, Sue Liden, Joe Bell, Aaron Gunther, Christina Pepin, Yvonne “Wulli” Butler, and ToniAnn Johnson.

**Members Not Present:** Elizabeth Esmiol, Laura Fuhrman, Ellie Lapp

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

**Call for Additional Agenda Items:**

Safety Concerns:

* Aaron mentioned a couple of skin infections within the football team and asked if the turf field had ever been disinfected. None on the committee recalled it ever having been done before. Aaron will check the costs, rules, and feasibility.
* ToniAnn noted three broken doors in Ingram. They slam quickly and there is a fear the glass will break or a student will be injured. The doors have been marked with yellow caution tape to prevent use. Wulli will bring over safety cones to ensure no walking through the doors. A work order has been placed and we are awaiting parts.

**Old Business:**

Introductions**:** New Chair, Jason Weaving was introduced along with Co-Chair, Hakme Lee and Secretary,ToniAnn Johnson.

**New Business:**

* Safety Committee Representatives – Jason explained the membership within the committee. There are 5 appointed and 5 elected members.
* Safety Committee meetings - Dates/times/locations for 2015-16 Safety Committee meetings were approved and will be publicized on the website.
* Safety Committee Membership Structure and Regulatory Requirements - Jason discussed the Safety Committee Membership Structure and Regulatory Requirements. It was suggested and discussed adding a bullet point to include advisory members. Jason will complete.
* Incident/Injury Reports - There were 2 more injuries reported this year than the previous year during the summer months. Of the 7 OSHA recordable incidents, 2 were for restricted duty days totaling 31 days. The remainder of cases were treated and released. Of the 26 injuries, 16 were students. A lot of students are hired during the summer, and this can result in more student injuries. Jason reiterated the importance of completing the Employee Safety Orientation Checklist for all new hires.

**June / July / August Injury Reports**

* 26 Injuries
* 7 OSHA recordable incidents
* 0 Lost Time Cases; 2 Restricted Duty Cases with 31 Restricted Duty Days

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| **Department** | **Slip/Trip/Fall** | **Sprain/Strain** | **Burn** | **Cut/Puncture** | **Hearing Loss** | **Impact** | **Allergic/Toxic Reaction** |
| Dining & Retail Services | 2 | 1 | 3 | 4 |  | 1 |  |
| Facilities Mgmt |  | 4 | 1 | 2 |  | 2 |  |
| Campus Safety |  |  |  |  |  |  |  |
| Res. Life |  | 1 |  | 1 |  |  |  |
| Academic | 3 |  |  |  |  | 1 |  |
| Univ. Comm. |  |  |  |  |  |  |  |
| Conf. & Events |  |  |  |  |  |  |  |

* Building Inspections – The 2015-16 Targeted Building Inspection Report has been updated on the website. Joe Bell and a committee member will conduct the remaining building inspections within the next few months.
* Earthquake Drill and Safety Committee Meeting on October 15, 2016 – The Earthquake Drill will be conducted on October 15th from 9:30 – 9:45. The SC meeting for that day will begin at 8:30 and conclude at 9:00 a.m.
* Sue Liden: Auto Accidents Update – Sue Liden provided an update on auto accidents involving PLU faculty, staff and student employees. Every time we have an accident it costs the department $500.00. When a PLU driver is at fault, they cannot drive until they take an online defensive driving course. The majority of the accidents involved student employees and were due to unsafe backing and misjudging clearance. Sue would like to mandate that when there are 2 student employees in the vehicle, passenger gets out and spots the driver on clearance while backing the vehicle up. Everyone operating a vehicle for PLU needs to be aware and steadfast in the pursuit of safety.
* Goals for 2015-16 – Safety Committee set the following goals for 2015-16.
* Get the word out about the Safety Committee. Advertise one time per quarter as a Public Service Announcement in the Daily Flyer. Continue with Social Media.
* Continue to advertise in the HR Good Fit Newsletter regarding emergency preparedness. We will advertise once in the fall and once in the spring.
* Reduction in vehicle accidents
* Reduce lag time in injury reporting to HR. The goal is to receive reporting within 72 hours. A suggestion was made to have an initial online form with basic information (thereby, starting a report and investigation) and follow up with a complete report. Dan will check to see if this is possible in Forms Assembly.

**Future Business:**

* Tool Kit for offices
* How to improve our committee
* Preparation for Earthquake Drill
* Next meeting will be October 15 at 8:30 a.m.

**Meeting Adjourned: 9:45 a.m.**

Respectfully submitted**,**

**ToniAnn Johnson**

**Secretary**