**Safety Committee Meeting Minutes**

**October 15, 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, Laura Furhman, Christina Pepin, Yvonne “Wulli” Butler, and ToniAnn Johnson.

**Members Not Present:** Elizabeth Esmiol, Aaron Gunther, Ellie Lapp

**Approval of May 2015 Meeting Minutes:** September minutes approved with two corrections.

**Call for Additional Agenda Items:**

Safety Concerns:

No additional safety concerns.

**Old Business:**

* Safety Committee Membership Structure: addition of advisory members was completed and has been updated on the Safety Committee website.
* 2015-16 Safety Committee Target Building Inspections: has been updated and published on the Safety Committee website.
* Synthetic Turf update: Jason and Joe researched the feasibility of disinfecting the turf. In a study conducted at Penn State, synthetic turf was found less likely to have bacteria growth than real turf. More staff infections are from training rooms and training facilities. Franklin Pierce School District was also referenced, and agreed disinfecting the turf was not necessary. It was recommended at the end of the season to have more pellets added to the turf.
* Update on Auto Accidents: Sue Liden, Greg Primo and Laura Fuhrman will meet to go over new driver certification.
* Safety Committee PSAs: We will publicize our winter safety tips to include: winter driving, walking in groups, being aware of surroundings and not crossing streets while wearing headphones. Students, faculty and staff all need to be aware. Jason and Joe will put out a flyer and a half page advertisement in November.
* Discussion ensued regarding the safety of drivers exiting parking lots on campus, particularly Wheeler and lower campus. Jason will talk to Jennifer and Greg regarding stop signs at the exits of these parking lots. Upon exiting, with parked cars on the street, there are blind spots and it is dangerous.
* Goals for 2015-16 – Safety Committee set the following goals for 2015-16
* 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. Laura voiced the concern that the problem with form assembly is there is no signature allowed and one is required. The SC will continue the follow up this month and keep tracking injury submission times.
* 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.

**New Business:**

* SOAC Photography, Ceramics, Music House and Safety Kits concerns. Joe received safety questions from four areas on campus.

* SOAC Photography professor asked for an exhaust fan in an area where chemicals are being used and mixed. Joe put in a work order to have the fan currently in the room to be fixed or replaced.
* Ceramics voiced a concern over the location where dry glaze is mixed. A work order was placed and the mixture was moved.
* Music House had two concerns, one was if the first floor was able to support the weight load of a grand piano and the second was an escape route from the 2nd floor as a fire hazard. Joe is meeting with the fire marshal and the structural engineer and will report back.
* Safety Kits/First Aid Kits – locations and upkeep. Both the location and information on upkeep are on the website. Kits that are provided by the university are maintained by the university. Those purchased by individual departments are not and need to be updated with funds from the individual departments.
* Incident/Injury Reports - There were 5 injuries reported in September.

**September Injury Reports**

* 5 Injuries
* 2 OSHA recordable incidents
* 0 Lost Time Cases

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

* Discussion ensued on the value of an ‘active shooter’ drill in the spring in light of recent events nationwide. Jason informed the board of the Run/Hide/Fight video and encouraged everyone to watch if they had not seen. He will send out an EBC reminder for others to watch.

**Future Business:**

* Sue Liden: EIIA: Risk Management University Safety Committee Presentations & Tool Kit Information
* Next meeting will be November 19, 2015 at 8:30 a.m.

**Meeting Adjourned: 9:12 a.m.**

Respectfully submitted**,**

**ToniAnn Johnson**

**Secretary**