**Safety Committee Meeting Minutes**

**April 21, 2016**

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

**8:45 a.m.**

**Members Present:** Hakme Lee, co-chair, Joe Bell, Sue Liden, Yvonne “Wulli” Butler, Aaron Gunther, Dan Hammerquist, Cyndi Wolfer, Bethany Piehl and ToniAnn Johnson.

**Members Not Present:** Laura Silcox, Jason Weaving, chair and Elisabeth Esmiol

**Approval of March 2016 Meeting Minutes:** March minutes approved.

**Call for Additional Agenda Items: None**

**Additional Safety Concerns: No additional safety concerns.**

**Old Business:**

* Ceramics update: The new ventilation equipment has been installed, verified and is working properly.
* Injury Reporting: Safety Committee has been given the approval to have initial electronic signature filing for injury reports. Hard copies with original signatures will need to be submitted to HR following the electronic filing. Please see the HR website: <http://www.plu.edu/human-resources/wp-content/uploads/sites/141/2014/10/injury-report-form.pdf> for the form.

**Update:**

* Benefits Fair: Benefits Fair was well attended with over 240 employees attending. Many employees stopped by the Safety Committee table and picked up hand-outs to share with their constituents.
* Enterprise vans: There is still a recall in effect for 12 passenger vans. In some instances, it is possible to substitute two mini vans for one 12 passenger van. This will impact MESA in the summer, but until a fix is instituted, the 12 passenger vans remain on recall and we are unable to use them.
	+ First Aid Kits: Inquiry into PLU rental vehicles lacking 1st Aid Kits in the event of an accident. Environmental Health and Safety purchased 15 1st Aid Kits for the rental vehicles. These are being checked in and checked out. If these are not returned, the group renting the vehicle will be charged. EHS does not have the funds to continually purchase replacements.
* Building Inspections: Last month, Olson Auditorium, Athletic Fields, Pool, Hong, Hinderlee and Kriedler were inspected. Sixteen different fire extinguisher discrepancies were noted of the 70 that were inspected. The fire extinguishers were out of date for their recertification. It is important that AAA Fire & Safety know where all the fire extinguishers are in the building. It is especially important to update when a building is remodeled and the fire extinguishers are moved. Facilities will go with AAA Fire & Safety to input dates of recertification on the master spreadsheet. A few building inspections are left to be completed this year.

* Uneven area near the track: This cannot be matted down and has now been covered with a rock for safety. Also, the front of Olson continues to have a dark spot. Until the street is redone to Kiethly, Facilities is attempting to direct the outside lights onto the street.

Incident/Injury Reports - There were 7 injuries reported in March – April 2016.

**February – March Injury Reports**

* 7 Injuries
* 0 OSHA recordable incidents
* 0 Lost Time Cases

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

At this time last year, we had 16 incidents with 6 OSHA recordable injuries compared to 15 injuries with 2 OSHA recordable this year. No lost time this year or last.

**New Business:**

* Terry Farrar is interested in teaching an additional First Aid class during the summer. More details to follow.
* Campus Life Committee proposal to remove faculty representative from Safety Committee. Since 1990s Campus Life has had a representative on the Safety Committee. Counting FT and PT there are 300 faculty represented by the Campus Life Committee on PLU’s Safety Committee. The WA L & I code state that the Safety Committee represents various segments of the employer's employees.  For PLU, the faculty represents approximately 1/3 of PLU’s employees. Joe attended the latest meeting of the Campus Life Committee and they voted to postpone removing the SC representative, but reserved the right to revisit next year.

**Future Business:**

* Safety Committee 2015-16 report to the PLU Community
* Year-end update on SC goals for 2015-16
* Next meeting date May 19, 2016 at 8:45 a.m.

**Meeting Adjourned: 9:26 a.m.**

Respectfully submitted**,**

**ToniAnn Johnson**

**Secretary**