



**Pacific Lutheran University
SAFETY COMMITTEE (SC) Meeting Minutes**



April 20, 2017
Human Resources (Garfield Station) Conference Room
8:45am - 9:45am

Call to Order at 8:45am

Attending: Jason Weaving, Tom Harvey, Randy Evans, Laura Silcox, Joe Bell, Aaron Gunther, Chair, Hakme Lee, Beth Capoun and calling in Heidi Schutz.

- Approved April 2017 SC Meeting Minutes

Call for Additional Agenda Items

- No additions

Old Business

- Recapped Benefits Fair key learning's. Started with 50 sets of flyers and ended with 20 copies. Need to streamline information. Information regarding 1st aid locations was popular. Swag with website location SC a good goal next time.
- Building Inspections started in Feb 2017 and were completed by 6th of April. 12 buildings were inspected resulting in 44 work orders created. Joe Bell was appreciative for all the support SC members gave to the effort.
- Park Ave crosswalk update: Painting is completed and crosswalk flashing lights are now active. Grounds keeping have trimmed the hedges and especially around the fire hydrates.

New Business

- March Monthly Injury Reports we reviewed. 2 OSHA reportable incidents this year vs. 4 incidents last year. 54% of all injuries involve student employees which highlights the importance of training and ongoing training after orientation. There continues to be a need to stress the importance of filing injury reports within 24 hours of the incident.
- Annual Report draft. Sue Liden recommended and name change

Continued...

Future Business

- **Power Outage:** 2 ways to respond 1) complete cancellation of classes and services and 2) limited services at designated locations. Both are dependent on the estimated time frame the Utility Company can provide. Every incident must be accessed on its own and by committee. For example, moving from one location without power in December with limited nature lighting to a location with power can be arduous. Whereas the same routine in April would not be as difficult. A debriefing to President Council will be presented and reviewed. Next step is for Incident Command to make further recommendations.
- **Goals for 2017-2018:** What type of activities forms or media can be used to raise awareness and create a safe work environment? Please come with ideas and photos from around campus.

Next Meeting: May 18, 2017 @ 8:45am in HR (Garfield Station) Conference Room

Adjourn