

## MINUTES: SAFETY COMMITTEE MEETING, APRIL 10, 2017

### OPERATIONAL BUSINESS

<b>Topic:</b>	Attendance		
<b>Members Present:</b>	<input checked="" type="checkbox"/> Betty Lunceford <input checked="" type="checkbox"/> Christian Kinlin <input checked="" type="checkbox"/> Chuck Davis <input checked="" type="checkbox"/> Cody Roldan <input checked="" type="checkbox"/> Dana Maestas (Committee Chair)	<input type="checkbox"/> David Ernevad <input checked="" type="checkbox"/> David Sandler <input type="checkbox"/> Elman McClain <input checked="" type="checkbox"/> Jeff Keever <input checked="" type="checkbox"/> Krystal Nash	<input type="checkbox"/> Kristina Sawyckyj Moreland <input type="checkbox"/> Linda Bruton <input type="checkbox"/> Michele Quinn <input checked="" type="checkbox"/> Susan Tokheim <input checked="" type="checkbox"/> Quorum Attained*
<b>Meetings Type:</b>	<input type="checkbox"/> Conference Call	<input checked="" type="checkbox"/> In Person: 4180A	
<b>Guests:</b>			

\*Quorum attained when the number of employee-selected members are greater than or equal to the employer selected members.

<b>Topic:</b>	Call to Order
<b>Discussion:</b>	Dana Maestas welcomed everyone and brought the meeting to order at approximately 2:00 pm.

<b>Topic:</b>	Approval of Minutes – March 13, 2017		
<b>Discussion:</b>	Christian K. moved to approve the minutes. Chuck D. seconded the motion. All approved.		
<b>Action:</b>	The minutes were approved.		
<b>Referred to:</b>	N/A		
<b>Status:</b>	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

### STANDING AGENDA

<b>Topic:</b>	Standing Agenda Items		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. Evaluate accident reports/investigations conducted since last meeting, and determine if the cause(s) of the unsafe situation(s) were identified and corrected.           <ol style="list-style-type: none"> <li>a. There were 2 (possibly 3) new incidents since the last meeting. Please see supplemental information (attached below) for details.</li> </ol> </li> <li>2. Evaluate workplace accident and illness prevention program, and discuss recommendations for improvement, if needed.           <ol style="list-style-type: none"> <li>a. Krystal Nash has been reformatting EHSP to be more user-friendly. This version will be shared when completed.</li> </ol> </li> </ol>		
<b>Action:</b>	Share reformatted EHSP when done.		
<b>Referred to:</b>	Krystal Nash.		
<b>Status:</b>	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled



## UPDATES

<b>Topic:</b>	Crowded Hallways, Continued		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. The safety committee made a formal recommendation to the President's Cabinet regarding the removal of specific tables. The table locations were removed, but there is still discussion to where new locations should be added. The recent changes to the hallway will undoubtedly affect tabling culture.</li> <li>2. The Atrium was suggested, but there is debate over the visibility of this location. The atrium was suggested as a centralized and highly visible alternative with equal amounts of student foot traffic. Larger events might still have to make use of the lower end of the hallway.</li> <li>3. Jeff K. also mentioned he offered to purchase semi-permanent tables for the perimeter of the atrium, as an incentive to move to the atrium even for day-to-day tabling.</li> </ol>		
<b>Action:</b>	We will wait for updates from the President's Cabinet.		
<b>Referred to:</b>	N/A		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Safety Committee (Responsibility) Expansion, Continued.		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. The consensus seems to be a willingness to take on additional duties, with new duties defined in the Safety Committee bylaws. Additional responsibilities include (but do not limit) floor monitors and training, and emergency drills. Bruce Riveland may also have some ideas for expansion.</li> <li>2. Once decided, we will have to make a recommendation to the President's Cabinet for the addition of other duties. In addition, we will have to decide as a Committee if we would like to hold longer meetings or have meetings more frequently?</li> <li>3. Krystal N. is also working on formatting the bylaws to make is more user friendly.</li> </ol>		
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. Review the bylaws, send suggestions of additional responsibilities to add to the current bylaws.</li> <li>2. Send Cody Roldan a list of current floor monitors.</li> </ol>		
<b>Referred to:</b>	<ol style="list-style-type: none"> <li>1. Safety Committee</li> <li>2. Chuck Davis</li> </ol>		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

## NEW BUSINESS

<b>Topic:</b>	Safety Survey 2014		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. A statewide survey on safety was taken in 2014, n = 436 (participants). It points out problematic areas, but also is difficult to decipher because many participants answered questions with "not sure".</li> <li>2. Chuck D. made a motion for Krystal N. look at data and capture areas of most importance.</li> </ol>		
<b>Action:</b>	Summarize survey findings and capture important topics.		
<b>Referred to:</b>	Krystal N.		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled



<b>Topic:</b>	Emergency Guide Posters		
<b>Discussion:</b>	Krystal N. has a quote for campus quick guides regarding common Environmental Health and Safety procedures. Jeff K. made a motion to ask Bruce Riveland for potential funds. Christian K. seconded the motion. All approved.		
<b>Action:</b>	Make a recommendation to Bruce Riveland to find a budget for quick guide EHS posters.		
<b>Referred to:</b>	Dana Maestas and Krystal Nash.		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

## OPERATIONAL BUSINESS CONTINUED

<b>Topic:</b>	Closing & Adjournment
<b>Discussion:</b>	The committee concluded discussion.
<b>Action:</b>	The meeting adjourned at approximately 2:50 pm.
<b>Next Meeting:</b>	The next meeting is scheduled for Monday, May 22, 2017 at 2:00p in BE4180A.

Type of Report		Jan 2017 – 4/10/17	Employee	Student	Visitor
1	Contusion/Bump/Bruise	1	1	0	0
2	Cut/Laceration/Puncture	1	0	1	0
5	Muscle Sprain/Strain	2	2	0	0
9	Slip, Trip, Fall	3	3	0	0
16	Chemical Exposure	2	1	1	0
19	Workplace Hazard	3	0	0	0
<b>TOTAL</b>		<b>12</b>	<b>7</b>	<b>2</b>	<b>0</b>

Location of Incident/Reported Hazard			Jan – 6	Mar – 3
1	Central Campus	12	Feb – 2	Apr – 1
<b>TOTAL</b>		<b>12</b>		

	EHSP Classification	Description
1	Minor Injury	Employee was seated at their desk. They turned in their chair to work from a laptop and felt a “pop” in their lower back.
2	Workplace Hazard	Wall outlets (in SAM 403, 405, 406, 302 and 303) near or under emergency drench showers have no ground fault circuit interruption. WO placed immediately by EHS.
3	Minor Injury?	Employee fall; possible injury; NO INCIDENT REPORT FILED.

**Follow-up/Resolution:**

Workplace Injury: outlets in 403, 405, and 406 have been deactivated and have a solid cover plate.

Near-miss from 1/10/2017: (Re: Fume Hood Fire Suppression) no change from March Report.

1. Major Injury: an injury sustained that results in a fatality, in-patient hospitalization, amputation, or loss of eye(s).
2. Minor Injury: an injury sustained that requires emergency medical treatment that could include, but is not limited to, a bone break or fracture, burn, or laceration; or an injury that required a visit to an employee’s personal doctor or an out-patient clinic.
3. Work-Related Illness: includes both acute and chronic illness due to a chemical or environmental exposure at work that could include, but is not limited to, skin disease, respiratory disorder, or poisoning.
4. Near-miss: an incident that could have resulted in injury or resulted in injury that either did not need medical treatment or could be self-treated with the contents of a workplace first aid kit.
5. Workplace Hazard: any condition or process identified by an individual that has either immediate or future potential to cause a workplace injury, illness, or near-miss.