

Date/Time: August 10, 2017, 10:45am

Location: Klages 231

Present: Belinda Creighton (Staff Development Committee, Finance Dept), Darby Thiessen (EE), Jen Klapp (Secretary, Finance Dept), Tanya Rooney (Plant Services), Dan Van der Water (Asst. Safety Coordinator)

Absent: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Science/Chemical Hygiene), Dave Hansen (Faculty), Mark Stone (Security)

Continuing Business:

- **Is access to the training documentation available now?** The hepatitis vaccine and blood borne pathogen training documentation should be kept with HR. All documents will be scanned to a master folder and access given to the Health & Counseling department. The path is available, but access is still pending.
- **Did someone reach out to Bryan re: a safety manual?** Suggestion was made to approach Bryan Boyd about creating a Safety Manual for Theater/Fine Arts.
- **Is GFU interested in the training grant?** SAIF representative shared that the OSHA Training Grant is now open which is for employers to create something new like a training program for universities, theater for instance, that could be made available to other universities.
- **How did Serve Day go from a safety perspective?** Serve Day Safety Leader Training: It was suggested that the Serve Day Safety Leaders receive safety training regarding PPE and use of equipment. Dan V explained that it would make him feel much more comfortable handing out garden and yard work tools if he knew that the students receiving the equipment have had training on how to use it.
- **Was the AED in Bauman relocated?** Mark Stone discussed his intent to move the AED in Bauman so it is easier to find in an emergency. He would like to move the AED next to the fire extinguisher.
- **Will safety training be provided to fall students?** The idea was brought up to have fall students take safety training.
- **ACTION ITEM:** Continue passion for safety. Strive to think bigger, broader picture more related to proactive health and wellness.

New Business:

- Need new Building Inspection List. Dixie is currently creating new Building Monitor List.
- Dan V explained that Log Out/Tag Out information will be available on iPad. User will be able to look up equipment and find the lock out/tag out procedures. Work orders will also be available on the iPad. Building repair will be setup next.
- Darby met with Kearsten re: serve day safety procedures. Email was sent to Safety Leaders with safety information. Safety Leaders wore buttons for identification.
- Darby discussed goals for next year. Dan V provided list of sample Safety Committee topics.
- Training of Safety Committee members was suggested.
- Dan V discussed "Minors on Campus" policy. Criminal background check for work studies too?
- A Safety Committee Evaluation checklist was mentioned, as well as the Facilities Safety Manual and Plant Services Safety Fundamentals. SAIF already provides training videos and will be adding more videos.

Next meetings:

<u>Date</u>	<u>Location</u>
October 12, 2017, 10:45 – 11:45am	TBD
November 9, 2017, 10:45 – 11:45am	TBD