

Date/Time: February 8, 2018, 10:45am

Location: Klages 231

Present: Teresa Arnold (Science/Chemical Hygiene), Belinda Creighton (Staff Development Committee, Finance Dept), Tanya Erskine (Plant Services), Dan Schutter (Chair, Safety Officer), Dan Van der Water (Asst. Safety Coordinator), Justin Johnson (Engineering), Darby Thiessen (EE), Jennifer Klapp (Secretary, Finance), Dave Hansen (Faculty)

Absent: Mark Stone (Security)

Administrative:

Election of the following officers took place at the January 18, 2018 meeting:

<u>Position</u>	<u>Elected</u>
Committee Chair	Dan Schutter
Recorder	Jen Klapp

Minutes were reviewed, changes noted and approved with changes.

Continuing Business:

- **TVFR Fire drill:** No update from TVFR on fire drill. System tests on fire and sprinkler systems are still in process.
Action: Safety Committee members should brainstorm ideas re: how best to conduct a fire drill in an academic environment.
- **Dorm Inspections:** Plant Services inspected dorms to update maintenance management tools.
Action: Dan is in the process of revising the building inspection template for recording findings and report.
- **Safety Training/Testing:** Bucket truck safety is in process and safety training will be completed in the fall. Questions re: ice alerts from the Portland Center: weather has been milder than expected so haven't had an opportunity to tests the alerts.
- **Hepatitis Vaccine** – Bill Buhrow responded to Darby's inquiry re: Hepatitis vaccine with a request for a meeting to better understand issue. Darby and Dan V will meet with Bill to discuss. No response received from the athletic trainers yet.
Action: Darby & Dan V will meet with Bill Buhrow; Darby will follow-up with the athletic trainers.
- Dan S will speak with Bryan Boyd about completing hazard assessment form, PPE and housekeeping.
Action: Dan S will follow-up with Bryan Boyd.
- **AED in Bauman relocated?** No. It's still in Bauman. Mark says 10 AEDs need replacement batteries and questioned where the funds come from. Looking at about \$950 (sale prices). Should Plant Services pay or do we get a Safety Committee budget to pay? Darby suggests Mark send notes about the battery costs to Dan S who can email Vicki to ask what to do. Dan S thinks adding it to Plant Services Safety budget. Teresa says we probably need replacement pads as well (about \$100). Law says 50,000 sq ft building needs an AED. OSHA gives a dividend – Jacquie suggested using that dividend toward these purchases. Darby says we use it to offset non-debilitating injuries.
Action: Dan S will reach out to Mark Stone re: AED locations.
- **Will safety training be provided to fall work study students?** This issue is on the EE weekly meeting agenda and will be discussed soon.
- **Safety Committee and Safety Meeting Check list:**
 - Building inspection forms have been updated and are on the shared drive.
 - Email will be set up for submitting inspection forms

- Darby will take pdf and safety quiz to EE.
- Dan V is working to add a form on the safety website to report hazards.
- SAIF has 3 online webinars. Teresa scheduled time after the April, May and July Safety Committee meetings to watch the safety videos for any committee member who would like to watch as a group. Locations are TBD.
- **Building Inspections:** Use of an iPad for building inspections.
Action: Darby will contact Josh Nauman re: an iPad for building inspections.
- **Goals for Next Year:** Jacquie will attend the Benefits Fair on February 21st. TIAA will also be represented.
- **16-17 Safety Goals:** Dan V hopes to have more time to work on 16/17 Safety Goals soon.
- **Injuries:** No new injuries 😊

New Business:

- Vicki Piersall, CFO, would like to attend a Safety Committee Meeting.

Next Meetings:

<u>Date</u>	<u>Location</u>
March	BUILDING INSPECTION MONTH 😊
April 12, 2018, 10:45 – 11:45am Safety Video lunch to follow 12 – 1pm	TBD
May 10, 2018, 10:45 – 11:45am Safety Video lunch to follow 12 – 1pm	TBD
June	BUILDING INSPECTION MONTH 😊
July 12, 2018, 10:45 – 11:45am Safety Video lunch to follow 12 – 1pm	TBD
August, 9, 2018, 10:45 – 11:45am	TBD
September	BUILDING INSPECTION MONTH 😊