

Date/Time: July 12, 2018, 2pm

Location: Hoover 104

**Present:** Dan Schutter (Chair, Safety Officer), Dan Van der Water (Asst. Safety Coordinator), Justin Johnson (Engineering), Darby Thiessen (EE), Jennifer Klapp (Secretary, Finance), Teresa Arnold (Science/Chemical Hygiene), Tom Samek (Plant Services)

**Absent:** Mark Stone (Security), Debbie Hawblitzel (Staff Development Committee)

### Administrative:

- The following openings have become available on the Safety Committee:
  1. Security
  2. Faculty
  3. Plant Services-Tom Samek will nominate new member
- Training certificate is in shared folder.
- Safety training video available on Foxtale now. Darby Thiessen spoke with Gloria Dougherty re: tracking of training. Completed training updates could be uploaded by Darby.

### Continuing Business:

- **TVFR Fire drill:** No update from TVFR on fire drill.  
**Action:** Dan V will work on coordinating a fire drill. Tom explained that it's important to schedule the drill with the campus community, being respectful of important university event dates (final exams, lab experiments, etc). He suggested to start with one or a couple academic/office buildings to start. Residence Halls have a fire drill every fall semester. Building monitors should be involved in planning fire drill. Administrative assistants are back-up building monitors.
- **Safety Training/Testing/Documentation & Record Keeping:** Discussion has expanded to tracking of training for all students and staff.
  - Fall safety training is currently the responsibility of individual departments.**Action:** Darby will continue to investigate using Foxtale &/or SAIF for record keeping tools. Suggested that department admin may be good contact for tracking safety training.
- **Hepatitis Vaccine** –Darby and Dan V will meet with Bill to discuss. No response received from the athletic trainers yet.  
**Action:** Currently in process. Darby & Dan V will meet with Bill Buhrow; Darby will schedule a meeting with Bill when he returns from summer break. Darby will follow-up with the athletic trainers.
- **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 V will follow-up with Mark Stone re: Bauman AED. Dan V has reached out to Mark Stone on AED replacement list. Currently waiting on Mark to provide information.
- **Injuries:** 2 new injuries

### New Business:

- June is safety inspection month. Please be sure to update file on shared drive.

- Tom Samek met with Vicki Piersall and discussed commitment to campus safety. A more active approach will be taken toward safety in the future. Vicki explained that the cost factor is not the only concern regarding safety.
- Regarding building monitors, a building monitor meeting would be helpful to clarify their responsibilities.
- Brainstorm ways to balance reporting safety incidents without negative impact to department. Possibilities include:
  - Safety “Shout Out” at monthly All Employee meeting
  - Distribute “Golden Ticket” type coupon to employees who are observed putting safety first and/or who are continually observed being safe in all tasks.
- University Retention policy for chemicals. Important to have executive support to roll-out policy to campus.
 

**Action:** Teresa will share a draft policy at next Safety Committee Meeting.
- OSHA has a new silica exposure policy, which requires a written exposure plan. Policy is most relevant to construction sites, however, it’s important to research any lab environment reference.
 

**Action:** Darby will review SAIF resources for this policy and Teresa will research for lab environment reference.

**Next Meetings:**

Date

**August, 9, 2018, 10:45 – 11:45am**

Location

TBD

**September**

BUILDING INSPECTION MONTH 😊