

Date/Time: October 9, 2018, 10:30am

Location: Plant Services Conference Room

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), Jamie Adams (Plant Services-HVAC Dept), Pete Rusaw (Faculty), Mark Stone (Security), Debbie Hawblitzel (Staff Development Committee)

Absent: NONE

Administrative:

- August 2018 minutes approved.
- Safety training:
 - Slideshow available on Foxtale now.
 - Safety training video: Rollout by spring; need to determine schedule and create a proposal for VP team approval.
- Confirm that Safety Committee Meeting minutes are posted in the Mail Services building as well as in the Plant Services building.
- Be sure to save Building Inspection sheet to the J drive.

Continuing Business:

- **TVFR Fire drill:** No mandate. Oregon fire code requires drill for dorms quarterly. Currently done twice each year. It's required for academic buildings to have a fire drill once each year. Need plan, assembly point and building plan.
Action: Dan S to continue planning for procedures to conduct drills in academic buildings.
- **Hepatitis Vaccine** –Darby and Dan V will meet with Bill Buhrow October 9th to discuss.
Action: Dan V can arrange training.
- **AEDs:** Mark says 14 AEDs need replacement batteries and questioned where the funds will come from. Looking at about \$950 (sale prices).
Action: Mark is currently working with 2 companies for best price. Mark will meet with companies to determine what AED's need to be updated or replaced.
- **University Retention** policy for chemicals. Important to have executive support to roll-out policy to campus.
Action: Progress being made through ongoing discussions.
- **Injuries: 5** new injuries. "Injuries to date" is now 11.

New Business:

- Next safety inspection month is December. Please be sure to update file on shared drive.
- Lynn & Jackie from SAIF will attend November meeting. Request sent for them to do walk-throughs with Justin and Teresa.
- Wellness Committee started and going well with planning events, health plan benefits and events. Sub-committees will be formed to target specific topics.
- Serve Day went well!!
- Occupational safety is main responsibility, "On the Job" safety.
- Electrical & HVAC completed hearing test, ARC flash & electrical safety training.

Next Meetings:

Date

Location

November 13th, 10:30 – 11:30am

Plant Services Conference Room

December

BUILDING INSPECTION MONTH 😊

January 8th, 10:30 – 11:30am

TBD

February 12th, 10:30 – 11:30am

TBD

March

BUILDING INSPECTION MONTH 😊

April 9th, 10:30 – 11:30am

TBD

May 7th, 10:30 – 11:30am

TBD

June

BUILDING INSPECTION MONTH 😊