



Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today's meeting)

Employee Represented:

- Tom Bennett (TBe), Civil & Environmental Engineering
- Peter Dusicka (PD), Civil & Environmental Engineering
- Lorenzo Guzman (LG), Office of the Registrar
- Erica Hunsberger (EH), Environmental Health & Safety
- Martha Ketchum (MK), Student Activities and Leadership
- Aaron Landreth (AL), Office of Information Technology
- Phillip Lafrenz (PL), Transportation & Parking Services
- Jeffrey Smith (JS), Diversity & Multicultural Student Services
- Karin Waller (KW), International Affairs
- Carith Wiseman (CWi), College of Education

Employer Represented:

- Todd Bauch (TBa), Campus Recreation
- Jack Dorkey (JD), Human Resources
- Sarah Kenney (SKe), Construction & Real Estate, Vice Chair
- Shaun Kohn (SKo), Smith Memorial Student Union
- Jeffrey Rook (JR), Environmental Health & Safety
- Leslie Walters (LW), Facilities & Property Management, Chair
- Craig Whitten (CWh), Campus Public Safety Office
- Jenna Wilson (JW), Viking Pavillion

Alternate:

Ad Hoc:

- Risto Rushford (RR), Environmental Health & Safety

Meeting Call to Order

Date: 1/8/2020

Time: 1:00 pm

Quorum Met: Yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is
- Minutes approved with minor corrections
- Minutes not approved – corrections required
- Minutes not approved – quorum not met

Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

- LW - Vice Chairperson Nominations/Vote
 - Responsibilities would include:
 - Fill in for Chairperson, when needed
 - Sit in on sub-committees
 - SKe volunteers to be Vice Chairperson
 - Committee members move to approve
- JR - Establish Committee Member Term Requirements
 - No current term requirement established in Charter, suggest two-year term of service beginning in July (beginning of Fiscal year), with nominations and voting period in June
 - Committee members move to approve; clarifications added to final Charter
- JD - Student employees do not have access to online injury report form; system says they should have access, HR reaching out to company to resolve

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

- 12/11/19 – SMSU Basement; Employee twisted knee while ascending stairs, heard snap and could barely walk or put weight on affected knee
- 12/18/19 – Outside; Employee cleaning leaf debris w/ backpack blowers followed by raking and dumping leaves experienced sore back that worsened at home

Non-Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)



Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: Engineering Building

Quarter of inspection: First Quarter

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

- 12/5/2019 – Millar Library
 - Members reviewed workplace safety inspection checklist, including observations from inspection
 - EHS student workers to follow up

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- SKo –
 - New doors installed in SMSU, BDWY doors nearly complete (mismatch # of doors [4] and handles [2])
 - New Sharps containers working well, one ripped off wall was reinstalled with reinforced bolts
- JR –
 - ML shut down for electrical work Friday, 1/10 from 10a-6p
 - 4th & Montgomery building project – all floors and the roof are pour out with concrete and the building is getting sealed up with windows walls.
 - SB1 Remodel Project is 3rd on list for HECC sponsorship, final decision in 3 months
 - STFD to be demolished in future but will need pre-demolition maintenance
- PL - String of vehicle break-ins in parking structures, 10-15 per week
 - JR: Ongoing meetings w/ CPSO to plan for mitigation w/ some deterrents already installed, CPC also looking into ways to restrict access
 - PL: Break-ins occur all hours, even within 15 minute time windows
- SKe - RMNC getting ADA ramp at front entrance by end of spring break along w/ new doors, access will be restricted off/on
- LW - FPM is ready for potential inclement weather forecasted for next week



New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- 1/8/2020 – JR update final Charter to clarify term requirements
 - New terms begin in July
- 1/8/2020 – EH schedule workplace safety inspection

Meeting Adjourned

Time: 2:00 pm

Next Meeting

Date: February 12, 2020

Location: ASRC 210a