TO: University Safety Committee  
FROM: KC Traver, Chair  
DATE: February 20, 2008  
SUBJECT: Committee Meeting Minutes

The University Safety Committee met January 16, 2008 in Showalter 202

Members Present: KC Traver, LaVona Reeves, John Shively, Jim Allers, Jolynn Rogers, (No Quorum)

Members Absent: LeeAnn Case, Jim Butler, Patricia Kelley, David Sundstrom, Ted Otto, Sean Taudin Chabot, Bob Schwartz

Ex Officio: Chad Johnson, Environmental Health & Safety

Other Staff: John Henry, Fire and Life Safety Officer

Guests: Tim Walters, Chief of Campus Police
        Karen Wichman, Facilities Services

Call to Order:

KC Traver opened the meeting at 1403.

The minutes of the last meeting were reviewed and approved, with minor changes, by the members present.

The next order of business was a review and discussion of the following mandatory agenda items:

- Review of Safety and Health Inspection Reports:  
  • Nothing to report

- Evaluation of Accident Investigations conducted since the last meeting  
  • A list of incidents that have occurred since the last meeting was provided for discussion.
  • Year end incidents (total incidents for 2007) were presented.

- Review of the Workplace Accident and Illness Prevention Program  
  • Karen Wichman presented a verbal outline of actions being taken to minimize concerns related to MRSA exposure. Sanitizing wipes and foam dispensers will be located throughout the university with identifying signs to encourage use -- see attached handouts.
- Discussion included comments that bathrooms should be designed to withstand more aggressive cleaning without undue damage to the floors, wall finishes, and counter tops.
- Notification of the sanitizing amenities will be provided through the Easterner, campus email, signage, and continued staff training.

Under *Old Business*, the following general discussion was facilitated by the Chair regarding building safety representatives:

- Building Safety Representatives subcommittee reported on progress: Progress included Job/duty descriptions of building and floor captains, review of other college programs, training and time estimates.
- Status of the new automated defibrillator equipment purchase, training and deployment was presented by John Henry.
- Discussion of the 2008 Committee Meeting Schedule was deferred due to the lack of a quorum. Two dates were selected for future meetings, February 20\(^{th}\) and March 19\(^{th}\).
- An update on radon mitigation efforts for Indian Education Center facility was provided by Chad Johnson.

Under *New Business*

The last item under *New Business* was a discussion of Riverpoint’s Safety Committee Meeting. No action resulted from this discussion.

The next University Safety meeting will be February 20, 2008, Showalter 201 at 1400.

MEETING ADJOURNED

cc: Office of the President
    Vice President, Business & Finance
    Associate Vice President, Facilities & Planning