TO: University Safety Committee
FROM: KC Traver, Chair
DATE: July 21, 2008
SUBJECT: Committee Meeting Minutes

The University Safety Committee met July 16, 2008 in Rozell Conference Room @ 2:00 p.m.

Members Present: KC Traver, LaVona Reeves, Jim Allers, John Shively, Patricia Kelley, Chad Johnson, Jeff Corkill, Jolynn Rogers, LeeAnn Case

Members Absent: Jim Butler, Don Richter

Other Staff/Guests: Katelin Tonner, Environmental Health & Safety

Call to Order:

I. KC Traver opened the meeting at 2:07 p.m. with introductions. The minutes of 21 May 2008 were reviewed and approved by the members present.

II. The next order of business was a review and discussion of the following mandatory agenda items:
   - Review of Safety and Health Inspection Reports:
     • A list of incidents were provided by Chad Johnson
   - Evaluation of Accident Investigations conducted since the last meeting
     • Discussion centered on how to reduce incidents such as using ladders made of fiberglass to reduce chance of electrical shock as suggested by John Shively and increase safety education as a means of prevention as suggested by the group as a whole.
   - Review of the Workplace Accident and Illness Prevention Program
     • A general discussion continued and interests were expressed in changing the format of the incident reports. Jolynn Rogers would like to see the reports broken down by category (i.e. illness, physical strain, fall, etc.) for easier analysis and comparisons over time. KC Traver would like to see a year-to-year comparative analysis of total time and monetary loss due to work related incidents.
II. Under Old Business
- A draft memorandum entitled, “Considerations for Building Safety Managers Program” was distributed by KC Traver to the committee. This memorandum shall be presented to the President by KC Traver and Chad Johnson after corrections have been made. The committee feels that the statement of their position is accurate and parallels the issues discussed in earlier meetings. Patricia Kelley suggests placing the ‘Current position of the University Safety Committee’ at the beginning of the document and then discuss/follow with how the recommendations surfaced further into the document. Formal action to recommend this to the president will be done at the next meeting. LaVona Reeves moved to have revisions made to the memorandum, as discussed by the members, with copies emailed to safety committee members. Jim Allers seconded the motion and it passed by unanimous vote.

- Radon reports were distributed by Chad Johnson. Results show that Showalter is above residential exposure limits in the basement. Therefore, a pending upgrade to the ventilation system in Showalter Hall should attempt to address radon mitigation to the degree practical within the scope of the project. Clarity on where the radon is coming from (tunnels vs. naturally occurring in soil surrounding the basement) is requested and Chad Johnson confirms that short-term tests will be done to make this determination. Funds for mitigation are to be determined. The removal of the Custodial Office in the basement of Showalter is currently up for discussion.

III. Under New Business

a. David Sundstrom has resigned. Action(s) for replacing Bargaining Unit #1 will be addressed at the next committee meeting by Jim Allers and Chad Johnson.

b. LaVona Reeves will be replacing Bob Schwartz as the newly elected Vice Chair.

c. Don Richter and Jeff Corkill have been named by the President to the Safety Committee.

The next University Safety meeting will be October 1, 2008 in the Rozell Conference Room at 2:00 p.m.

MEETING ADJOURNED

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