TO: University Safety Committee

FROM: Chad Johnson, Interim Director, Environmental Health & Safety

DATE: March 6, 2008

SUBJECT: Committee Meeting Minutes

The University Safety Committee met February 20, 2008 in Showalter 201

Members Present: KC Traver, LaVona Reeves, Jim Butler, John Shively, David Sundstrom, Jim Allers, Jolynn Rogers, Patricia Kelley, Bob Schwartz (Present by teleconference)

Members Absent: LeeAnn Case, Ted Otto, Sean Taudin Chabot

Ex Officio: Chad Johnson, Environmental Health & Safety

Other Staff: John Henry, Fire and Life Safety Officer

Guests: None

Call to Order:
The Chair, KC Traver, opened the meeting at 1402.

The minutes of the last meeting were reviewed and approved, 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 this period. However, Chad Johnson indicated two pending reports;
    - Radon Evaluation Report
    - Eye Wash Inspection 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.

- **Review of the Workplace Accident and Illness Prevention Program**
  - Patricia Kelley questioned why the Library was not included in the locations identified to receive sanitizing stations in response to concerns regarding MRSA contamination.
    (Follow-up: The library is included but was inadvertently omitted in the documentation.)

Under **Old Business**, the following general discussion was facilitated by the Chair regarding considerations for re-establishment of a Building Safety Manager Program:

- Building Safety Representatives subcommittee report:
- Progress included estimate on the number of personnel required for program.
- Discussion item; will faculty also be involved? All identified representatives will require 
  supervisor approval. Faculty and Labor management should be consulted. Should 
  responsibilities be included in the respective job descriptions? Will the positions be additional 
  duties of volunteers or appointed positions with considerations for additional pay? How will 
  personnel performance evaluations be effected? The sub-committee will continue to explore 
  these issues and provide an update on their progress at the next meeting.

- Demonstration of the new automated defibrillator equipment was presented by John Henry.

- Discussion of the 2008 Committee Meeting Schedule. Dates that were selected for future 
  meetings are as follows:
  
  Wednesday April 2nd in Showalter 309
  Wednesday May 21st in Showalter 202.
  Wednesday July 16th in Showalter 201.
  Wednesday October 1st in Showalter 201
  Wednesday December 3rd in Showalter 201
  All meetings will be from 1400 to 1530 (2pm-3:30pm)
  Note the March 19 meeting date was deferred until 2 Apr 08.

- An update on radon mitigation efforts for Indian Education Center facility was provided by 
  Chad Johnson. Report will be ready for the next meeting.

Under New Business

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

Under Member Comments

- Chad Johnson indicated the EWU Environmental, Health, and Safety website was up and running 
- Patricia Kelley invited committee members to participate in a "Books 2 Eat" pre-final stress-relieving 
  event on 21 May 08, just before finals.

The next University Safety meeting will be April 2, 2008 Showalter 309 at 1400.

MEETING ADJOURNED

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