TO: University Safety Committee

FROM: Chad Johnson, Environmental Health & Safety Manager

DATE: June 8, 2009

SUBJECT: Committee Meeting Minutes

The University Safety Committee met June 3, 2009 in Rozell Conference Room @ 2:00 p.m.

Members Present: KC Traver, Chad Johnson, Jolynn Rogers, LaVona Reeves, Craig Walker, David Early, Elena Toneva, Kathy White, Bob Bossard

Members Absent: Jeff Corkill, LeeAnn Case, Don Richter, Jesse Dasovich

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

Call to Order:

I. KC Traver opened the meeting at 2:05 p.m. with introductions.
   The minutes of March 4, 2009 were reviewed and approved by the members present.
   - LaVona Reeves indicated that her absence from prior meetings should be characterized as “on sabbatical” rather than “absent”.
   - K.C. Traver explained the committee mandates, charter, and past accomplishments of the Safety Committee for the benefit of newly appointed members.

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 was provided by Chad Johnson.
   - Evaluation of Accident Investigations conducted since the last meeting
     - The incident involving the burglary in Martin Hall was discussed. The possibility of insulating and restricting the air handler in Martin should be brought to the Work Request Review Committee.
     - The incident concerning potential asbestos was addressed by the Insulation Maintenance team. Results indicated that no asbestos is present as reported by Bob Bossard.
     - The incident involving unauthorized access into Rozell was addressed by the committee. Jolynn Rogers states that this is to be addressed by EWU Police. Craig Walker feels it is advisable to begin after hour key access to Rozell. Also, the camera which currently monitors Rozell should be made available to EWU police in case there is an investigation needed.
       - The committee recommends a work order be made for facilities to implement access control on the North door of Rozell. Jolynn would like this forwarded to EWU police.
- K.C. Traver states that work orders are a good way to ensure remediation since they are a permanent record of the reported problem and requested solution.

- Review of the Workplace Accident and Illness Prevention Program
  - A list of possible options for each incident category was provided by C. Johnson.
  - Members would like to see the changes suggested during the July 16, 2008 meeting continued. These details include the dates included in the report, categorization (i.e. illness, physical strain, vandalism). Also, the report should include all incidents since the last meeting.
  - K.C. says carelessness and lack of education are the trends found with the incidents. The purpose of the committee is to focus on and fix things within the committee’s control.

III. Under Old Business
  - The Building Safety Manager Program report was given by Chad Johnson. He reported that individuals around campus initially expressed interest (following the President’s email about the program), but due to the budget climate, it seems people are shying away due to inevitable responsibility increases as a result of lay-offs. LaVona Reeves has volunteered to pass out the information sheet provided by Chad Johnson regarding the program to her colleagues.
  - The training for those who are interested will be held in the late summer/early fall. Jolynn Rogers feels emphasis on the initial volunteers is important for recruiting more volunteers as the program takes off and people begin to understand what their roles will actually be.
  - Safety Boards have been purchased and are currently being put up throughout campus.

IV. Under New Business
  - K.C. Traver was nominated by La Vona Reeves to continue as the Chair of the Safety Committee chair for another 2 years. The nomination was approved by the committee.
  - LaVona Reeves will continue as the vice chair for 1 more year.
  - Bob Bossard would like to discuss pedestrian safety around campus. Specifically, Bob mentioned the foot traffic between L.A. Hall and the PUB.
  - Next meeting, the committee will also provide an update regarding lighting around campus.

The next University Safety meeting will be Oct 7, 2009 in the Rozell Conference Room at 2:00 p.m. Future meeting dates will be discussed at the next meeting.

MEETING ADJOURNED at 3:10 pm.

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