Chairperson: Jim Lennox

Meeting Attendees: John Pesta, Jackie Ruane, Bruce Phair, Justin Kraynack, Mitch Adams, Michelle Grushinski, Gerald Rebo, Alicia Bond, Diane Obrien, Julie McMonagle

Meeting Absentees: Alicia Bond, Dana Manning, Terese Wignot, Marleen Troy, Jimmy Weaver, John Voitek, Silvia Elias, Robert Taylor, Camille Kaschak, Maria Bianco

John Pest opened the meeting at 3:05 pm and asked for a motion to approve the August 8, 2013 meeting minutes. There were 2 changes. John made a motion to approve the minutes. Jim second. Yes-10 Ney-0

The following items were discussed.

Cohen Science Building Safety Topics

- Fire Extinguishers—there are many issues that were addressed. The policy has to be re-written and we have to identify the areas of need. Michelle suggested putting a team together.
- Should they be installed in the new labs or not? There are fire blankets already in these labs and existing labs already.
- We have to limit liability and have the proper personnel trained to use them.
- RA’s are trained on the use of these.
- We will have to check with OSHA on the regulations
- There will be an email that will circulate on lab doors being propped open. This is not a good practice.
- Julie asked if egress maps were a requirement.
She suggested putting emergency contacts, fire exits and gathering points on a bulletin board by the lab entry.

Should we be conducting fire drills? The committee thought it was a good idea. Julie asked if there is a template available for the CSC. It should be centralized for the entire building.

Safety Kits- Should they be installed at a certain height? As long as they are in a visible location. Assistance will always be available.

**Travelers Insurance**

- Justin updated the committee on the meeting with the compliance officer. They gave him some ideas on hazards around the University.
- University vehicles- there are online training manuals available.
- Liabilities- carpet in Dart Center and the climbing wall in UCOM.
- John said to read the document and get a feel for some of the hazards on campus.
- Travelers will send ups training DVDs or we can download them.

**Online Safety Training Update**

- Jim said the BLR training is coming along. We are still at 500 users. There are 110 courses. Jim will send a list of courses to the committee.
- How do we know who requires certain training? Gayle Patterson is the contact person to obtain this information.
- Michelle is making sure the blood borne pathogen training is getting completed with the new hires.
- Jim commented that there needs to be a training matrix.

**Campus Awareness Committee:**

- In regards to the Hazard Communication Policy. There needs to be a “Right to Know” brochure put together.
- We discussed the “Tip of the Month”-slip, trip and fall.

**Accident Reports**

- There was a fall down the library steps due to the elevation of the steps.
Other Business:

- The safety committee needs to have recertification training for workman’s compensation.
- Filing Cabinet Safety-this is an issue when opening cabinets. There are issues with some cabinets in the UCOM. Should this be tied into the “tip of the month?”
- Recruiting new members for the safety committee needs to be addressed. Jim will send an email out to the committee to see who no longer wants to be on the committee. It is important for lab managers to maintain their membership.
- Julie commented on the third step up from the bottom in the CSC lobby. John commented that they were inspected and up to code and they are not going to redo the stairs

Jackie made a notion to adjourn the meeting. Mitch seconded the motion. Yes-10, Ney- 0

Meeting Adjourned: 4:20