1. **Call to Order/Quorum** – Based on a majority of members, a quorum was achieved

2. **Review of Previous Month’s Minutes** – A motion by C. Jagoe, seconded by J. Weaver, unanimously passed and the meeting minutes were approved as written.

3. **Open Issues**

   A. **Campus Outreach [Justin and Vicki]**

      Justin provided an update that after Vicki talked to Joe Housnick (sp?), a lunch and learn wasn’t possible. Justin will bring a draft copy of the new outreach brochure to the next meeting. It was discussed that at upcoming faculty orientation and convocation, Justin/Mike would make a brief (10 minute) presentation to the faculty advising them of the Committee’s scope and purpose. Tentative dates for the convocation are August 21st (Thursday).

   B. **Library Inspection [Cocciardi]**

      Air sampling results from an indoor air quality investigation are pending analysis. Preliminary assessment from the consultant is that the material does not appear to be biological (e.g. mold, fungi), but may be soil/dirt from previously flooding events. Once the results and final report are completed, a briefing will be conducted.

4. **New Business**

   A. **Residence Hall Inspections [Liz, Justin, Chris, Cocciardi]**

      A review of some residence halls occurred by Liz, Justin, Chris and Mike. Some minor life safety issues were identified and work orders were submitted for correction. Inspections will continue throughout the summer. **No additional inspections or comments received. This item will be closed for subsequent meetings.**
B. Training Update [Cocciardi]

Safety training provided or scheduled includes: (1) DOT Hazmat on 7/10/14; (2) Fire Safety for Residence Life on 8/21/14; Forklift safety training TBD. Also discussed potential campus community training for First Aid/CPR. Cocciardi provided additional training opportunities for university staff, and faculty. J. Kraynack to review with university officials and provide feedback on potential scheduling in the near future.

C. Chemical Delivery

Discussions for protocols on delivering chemicals to campus. Currently, all deliveries are made to a central location (Mail Room) and then transported to individual departments. Recommendations for improving safety and compliance include having certain chemical deliveries made directly to intended recipient (e.g. Chemistry Stockroom, Facilities, etc.). J. Kraynack and M. Baltrusaitis to make contact with shippers (UPS and FedEx) and advise them of the desire of the university to change delivery process for chemical shipments.

D. Accident Reporting

A robust discussion on accident reporting procedure occurred with both staff and Human Resources representatives.

ACTION ITEM - Cocciardi to provide the university with sample forms and reporting processes that may be utilized.

5. Accident Review

One accident was reported of a HVAC Specialist. It was reported that the employee was cutting material when the utility knife slipped and lacerated the hand and wrist. No lost time or restrictions were incurred; however, the employee did receive medical treatment and received sutures for the laceration. Additional follow-up of the accident is warranted due to limited information.

6. Adjourn/Safety Inspection

After a brief discussion in regards to annual training the meeting was adjourned. It was agreed that annual certification training would be conducted in October. The current staff received training last fall and will participate in the session during the October meeting timeframe.

No site inspection was conducted this month due to time constraints of the meeting.
7. Good of the Order

Two items were raised for the good of the order, each required additional follow-up actions:

- Employee Orientation – K. Malcolm raised the question as to the current process for employees to be trained in general health and safety procedures. It was unclear from the group as to the current process to ensure that all new hires received required training. A small workgroup of facilities, human resources, and safety will establish a meeting to further review the situation and provide recommendations moving forward.

- OSHA Log – K. Malcolm reported that she is currently keeping an OSHA log of injuries for the university. Cocciardi provided that this may not be required as universities are typically conserved exempt from this portion of the recordkeeping standards\(^1\). K. Malcolm will investigate further to determine if the university was required by OSHA directly to maintain these records.

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