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

2. **Review of Previous Month’s Minutes** – C. Jagoe motion to approve. J. Weaver second.

3. **Open Issues**

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

      Justin and Vicki developed an informational brochure as an advertisement for the committee. The brochure was distributed by Justin for review by the committee. Any comments will be directed to Mike.

      A discussion on the scope of the committee was held to expand to include security elements. The committee informally approved and the recommendation will be processed to Administration.

   B. **Library Inspection [Cocciardi]**

      Mike updated the Committee on the status of the project. Datom Products of Dunmore, PA provided a quote to Justin and the work will be scheduled/completed within 2 weeks.

   C. **Accident Reporting [Committee]**

      A discussion was held on reporting accidents and subsequent investigation measures. Cocciardi discussed options for protocols after an accident is reported, including supervisor involvement.

      **Topics:**
      - Reaching out to employees to ensure they are aware of the reporting process.
      - Change to incident reporting from accident reporting. Justin, Chris, Kathy and Joe will meet to develop a formalized procedure.
D. Employee Orientation Safety Training [Cocciardi and Kathy]

Options for new employee safety training were discussed include:

- Use of the BLR, then annual training through Cocciardi
- HR training via materials produced by Cocciardi, then annual training through Cocciardi
- Supervisor training via materials produced by Cocciardi, then annual training through Cocciardi
- Monthly training by Cocciardi, then annual training through Cocciardi

Training matrix to be developed by Cocciardi.

4. New Business

A. Parking Policies and Emergency Planning [Justin and Chris]

Chris Jagoe discussed the parking control procedures that were implemented at the most recent football game to address parking efficiency, emergency personnel egress, tailgating control and overall safety. This process will continue with involvement and improvement by other departments (Athletics). The Committee will be updated throughout the year as to the status of this procedure. CLOSED.

B. Emergency Planning by Building [Cocciardi]

Cocciardi will work with Public Safety and Risk Management to develop fire/life safety procedures for campus buildings with high (group) occupancy potential. This includes Marts, Dartt, RAC, etc.

5. Accident Review

8/20/14: Employee fell (bruises, abrasions) on steps near Public Safety. Investigation did not identify any root causes or reasons for further control. No issues were identified with the steps, no contribution from environmental conditions, no unsafe acts were reported.

8/28/14: Employee bit by insect (swelling).

6. Adjourn/Safety Inspection

Marts Building was reviewed. Findings included:

- Stairwell doors (fire doors) were observed propped open in multiple locations.
  - ACTION: Doors were closed, props were removed.
  - RECOMMENDATION: Justin will discuss the requirements with Athletics
• Lights were turned off in the North Stairwell
  o ACTION: Lights were turned on.
  o RECOMMENDATION: John will ensure the lights are wired to prevent turn off
• North and South Stairwells require a discharge identification gate at the first floor
  landing. This prevents individuals inadvertently passing by the exit door while exiting
  down the stairwell.
  o RECOMMENDATION: Install a gate system in each stairwell.