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

2. **Review of Previous Month’s Minutes** –

3. **Open Issues**

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

      Draft sent to committee, all recommended edits were made and sent to Vicki for publishing.

   B. **Accident Reporting** [Justin]

      The new process was outlined by Justin. Program currently in draft version, will be reviewed by Justin, Mike and HR.

   C. **Emergency Planning** [Cocciardi and Chris]

      Chris was not in attendance to report on implementation of plans for athletics.

      Mike requested floor plans for the high occupancy buildings and any associated floor layouts for typical events.

4. **New Business**

   A. **Laboratory Safety Subcommittee** [Cocciardi and Maria]

      Mike discussed the formation of the laboratory safety subcommittee, and reviewed the topics that were discussed during the first meeting (lab inspections; student training safety accountability).
B. Hazard Communications Program [Cocciardi and Justin]

Mike and Justin are currently revising the HazCom Program. The draft should be available for committee review by next week.

C. Chemical Hygiene Plan [Cocciardi and Maria]

The CHP will be posted on the EHS Website.

D. Findings from the inspection conducted during the previous month’s inspection were discussed.

5. Accident Review

The following accidents were discussed and recommendations were provided as applicable:

- Employee fell off ladder
- Employee injured shoulder while moving boxes
- Pharmacy student cut finger while cleaning up glass

6. Adjourn/Safety Inspection

Breiseth Hall Building was reviewed. Findings included:

- Water-stained ceiling tile in third floor hallway at Room 326
  - RECOMMENDATION: Replace ceiling tile

- Insufficiency electrical panel clearance in various electrical rooms (e.g. Room 329)
  - RECOMMENDATION: Do not store objects in electrical rooms

- Unlocked electrical panels in public areas (first floor hallway)
  - RECOMMENDATION: Maintain electrical panels in locked/secured state