

Health and Safety - Meeting Minutes

Called to Order by Kathy Green – 1:33 p.m. – March 26th, 2009

Members present:

Rosie, Irene, John, Paul Huber, Kristi Twait, Lori Hoffman, Kate Guess, Lang for Carol Fletcher, Jeffrey Elbert, John Mirchich, Michelle Swanson, Therese Callaghan, Wendell Reece, Steve Young, Brad Bauler, Kathy Green

Old Business:

1. Megan – was to give a report (not present)
2. Kate Guess: Safety across campus group
 - a. Lots of places to get safety information on our uni website
 - b. Looking to create a new “landing pad” relating to safety – click on all kinds of safety – all information on one directory site
 - c. Group met in early March – gathering all uni sites that need to be tied together
 - d. Gathering samples from other universities
 - e. Suggestions from our group welcome – some good examples out there online from other institutions
 - i. Truman State has a 1-page format – nice
 - f. Also thinking about what our different headers need to be – areas of safety or concerns – what would people in general be looking for (key words)
 - g. Personal safety a priority
 - h. Meet again in first part of April
3. Therese Callaghan: Workers Comp update
 - a. Not viewing individual reports (names)
 - b. Looking for trends
 - i. Can see buildings or locale – easy to look for trends (#’s)
 - ii. Can see location of slips and falls (dates)
 - c. New format will have more information and will be easy to read
 - d. Information on report updated every month
 - e. Comments from Wendell:
 - i. the missing information on this report is the student data – not reported
 - ii. once reported, cannot investigate with exactly same weather conditions
 - iii. privacy act: do not include names
 - f. Will prepare report quarterly – will send to Kathy who will forward to the group for review
 - g. Elbert: need to realize that not all falls are reported

- h. Kathy will include messages on unionline for reminders to all employees – especially regarding injuries
- 4. Safety Concerns
 - a. Kate Guess – tunnel to WRC slope on both sides, freezing water slippery at bottom of slope – especially in the morning
 - i. Kathy reported to 4400 that drain was plugged
 - b. Walkway by 23rd Street Market – where Commons connects with Bartlett
 - i. When rainy, wet makes brick slippery – people have fallen
 - ii. Need to check on signage
 - iii. Perhaps surface could be treated
 - iv. Wendell: Not a DOR property, but rather a matter of concern for general campus (decision made this week)
 - 1. Tiled side very slippery
 - 2. Signage had been put up over last few years
 - 3. Situation under review – solution forthcoming – this summer
 - 4. Analysis underway – all possibilities being considered
 - 5. In meantime – more signs would be helpful
- 5. Emergency Shelter and Evacuation
 - a. Signs: cost could be extensive (\$50 per sign)
 - i. Could simpler signs be cheaper? A master sign with blanks to fill in?
 - ii. Virginia on committee regarding course syllabi – brought up emergency evacuation issues for syllabi
 - 1. Perhaps our group could write a letter of support to Virginia – as a natural (and free) place to begin communication – suggesting that it is the “right thing to do”, free, and simple
 - 2. Perhaps CCDA could do the same
 - b. Responsibility: where does responsibility lie with students. Should they know where to go? Do faculty know the plans for rooms where they teach?
 - c. What plan could fall into place so that everyone (faculty, students, visitors) would all know what to do?
 - i. Disabled individuals would need to know what to do if elevators shut down
 - ii. People needing assistance need to know where to meet emergency personnel - and others need to know where to direct those folks
 - d. Hoffman: Would a starting point be to get signage for common areas (ie – meeting rooms)?
 - e. Free options for suggestion:
 - i. Course syllabi
 - ii. Online – safety websites

1. Elbert: Perhaps a direct link on each department's home webpage

New Business –

1. Elbert: Do we address emergency situation – how to address emergencies as staff, faculty, or students?
 - a. As these occasions occur, do we advise how to handle diverse situations?
 - b. The value of being prepared and knowing who to call are important
 - c. Callaghan: staff meetings and training (partnership with Lori Hoffman) could provide components of building a plan for departments
 - d. Steve Young: Call 911 without delay is an important first choice – in the mean time, other options could be viable
 - i. 9-911 or just 911 both work
 - e. Price Lab (with infants through high school) is a special concern of our campus
 - f. Lori Hoffman: training efforts for new employees (staff) is continually developing. Getting information to new faculty could also occur.
2. Committee Concerns
 - a. Student membership is vital – two would be optimal
 - b. Is there a time of the day that would be more optimal for our meetings?
 - i. Consider 3:30 as a potential time
 - ii. Decision to be made next month

Meeting adjourned at 2:26 p.m.

Next meeting: Thursday, April 30th (5th week of the month) – 1:30 to 3:00 p.m.

CHANGE OF LOCATION: Purple Pen Room (Maucker Union)

– downstairs on the North side