

## Health and Safety Meeting – November 19, 2009

Meeting was called to order at 3:37 p.m. in the College Eye Room

Members present:

Therese Callaghan, Jeff Elbert, Irene Elbert, Paul Huber, Kevin Shannon, Brad Bauler, Wendell Reece, Kathy Green, Michelle Swanson, Christy Twait, John Mirchich

Minutes from the October meeting was approved (Bauler/Twait). Thank you to Jeff for taking notes in October .

Old Business:

1. Elections. The membership, according to the rules of operation, states a chair, a co-chair and a recorder for a 1-year term, beginning in January. Following three askings, the following were assembled for a slate of
  - a. Chair: Kathy Green
  - b. Co-Chair: Kristi Twait
  - c. Recorder: Michelle Swanson

A unanimous vote on each position occurred.

2. Membership. Welcome to one of our student NISG member, Kevin Shannon. He is a computer science student and an R.A. Steve Young (Physical Plant representative) is retiring, thus a replacement may be needed. The biology department will be contacted for membership as well.
3. Meetings. Our group regularly meets 3 times in each semester. NO meeting in December, 2009. Our next meeting will be announced by Green.
4. Faculty Responsibility Follow up. Green will follow up with former issues shared with VP Schellhart
  - a. VP of faculty affairs will be suggesting some guidelines regarding many of our recent concerns (fire alarms, shelter, evacuations, exits, assisting health center notes, etc.)
  - b. Lori Hoffman attempted to follow up with Ginny Arthur, and has not heard back. Twait will follow up as well.
  - c. Green will continue to keep these issues on our list of items to discuss.
5. Workers' Comp. Report. Callaghan shared the incident report from January, 2009. The report was organized by several categories, including Organization Name, Incident Date/Time, Activity, Days away from work, location, description, position title and job category. Callaghan will e-mail the report to all members for review next month. Callaghan sends each department their injury list each July.

- a. I. Elbert questioned if many incidents were repeat offenders within the report.
  - b. Carol and Brent will review training policies for new employees and student workers.
  - c. Callaghan reminded us that bad weather may bring more weather-related injuries in the future. Question was posed if we could communicate to all UNI which areas are cleared and safe by 8:00 a.m. when weather makes for slippery or cautious areas.
  - d. Dean Shoars or Wendell Reece will be asked to discuss physical plant injuries and answer related questions.
6. Winter precautions. Callaghan will create a potential trips/slips/falls notice for UNIONline. Reece will consider what would be a reasonable warning for folks around campus in poor weather conditions.
- a. Perhaps Paul Meyerman could be involved with future conversations regarding preparation on snowy mornings or with CCDA future meetings.
  - b. Five out of 12 or 13 grounds people will be leaving without replacement.

#### NEW BUSINESS –

1. Smoking Compliance. Green asked for feedback at the next meeting (and annually) regarding what we (members) see and hear around campus regarding smoking policies.
2. Jeff Elder presented suggestions for a common detergent for hand sanitizing – a non-alcohol detergent.
3. Jeff Elder presented his fire exit visual aids with evacuation floor plan maps. The color-coded, laminated card stock was very clear and easy to read. These could serve as models for all buildings on campus.
  - a. Reece reminded all that ALL signage that must go through facility planning.

Meeting was adjourned at 4:40 p.m. See you in 2010.