UNIVERSITY SAFETY COMMITTEE
MINUTES 11/30/06

Present: Jennifer Berkman, Diane Davis, Dave Gutoskey, Will Lowery, Shirley Pinkett, Wayne Shelton, Michael Trail & James White

Meeting was called to order at 2:00 p.m. with the following business discussed:

1. AEDs – The University has acquired 19 AEDs with the one-time funds; 17 of the units have been installed in all major campus buildings (all of the buildings identified by the USC) and 2 units have been added to the one currently used by University Police. The location of the units is being added to the emergency building signs and should be complete soon. An announcement is being drafted for the campus community that will include general information about the AEDs and a reminder about the importance of first aid training. A request will also go out for volunteers to be identified (published) as a resource in buildings: as persons that might be contacted in the event of a need for First Aid, CPR, AED. A "refresher" was provided for the staff of Blackwell by Jill Stephenson with an AED training unit. They were much more comfortable regarding use of the AED after the discussion. The committee shared the sentiment that the 19 AEDs are an excellent addition for the university and will help improve survivability of a victim in the event of an emergency. Diane recommended including (posting) some bullet-point type information reminders for AEDs use.

2. First Aid / CPR / AED training – The current method of training by the Red Cross requires a significant amount of email communication to complete but provides the greatest flexibility for the attendee. This method will be changed in January to allow for quarterly offerings on campus. It is expected that the quarterly events will be easier to manage and will have similar attendance. Diane suggested that full time contractual employees, in certain circumstances, should be offered the training without cost if they did not displace other PIN staff due to cost or seating constraints. Diane also suggested that this could be at the discretion of the supervisor to decline the training offer. The committee was is agreement that this would be a significant improvement for the employees that are in this employment category and a letter of recommendation was suggested. Wayne will work on drafting the letter.

3. Draft Building Emergency Information: A draft version of a web page that could be developed into building-specific emergency information (floor plan, first aid/CPR/AED persons and other pertinent information) was discussed. Diane indicated that additional links could be helpful – such as a link to the emergency guide for the campus or lab, a weather link, bomb threats and some of the other information that is in the campus emergency plan.

4. Injury Report Update – The year-to-date injury report was reviewed. The number and severity of accidents is improved from last year. There are a significant number of slip-and-falls and knife cuts in the Dining Services Department. A request will be sent to Dining Services to identify a strategy to improve this record. Jennifer suggested that the committee investigate ways to promote an improved safety record such as providing an inexpensive incentive to a department. One possible strategy is using a few departments as a "pilot" program. Jennifer indicated that this type of program may match well with the President's Wellness Initiative for possible funding support. The ideas for this program will be developed at the next meeting of the USC. Wayne and Jennifer will plan to meet with Ellen Zinner to discuss how this might fit with the Wellness Program.

5. Open discussion: Mike was interested in an update on the Pandemic Flu. Jennifer indicated that the emphasis now is on information / prevention of all flu virus transmittal with good hygiene practices. Some questions arose regarding the smoking policy. Jennifer shared that the smoking policy has been approved and some funding has been identified. However, it will take several months to get the policy implemented and equipment (signs, urns and benches) installed. The policy will designate an approved smoking area that is 25 feet from a building entrance and the other entrances (and handicap ramp) will be non-smoking. The policy will not be enforced "strictly" but will gradually become standard practice using awareness education.

6. Meeting adjourned at 3:00 p.m.