

## University Safety Committee

### Meeting Notes

Attending: Diane Davis, Jennifer Berkman, Wayne Shelton, Donna Keener, Gerry Patt, Michael Trail, Lloyd Harris, Jimmy White

Wayne noted that the faculty and staff senates would be informed about the formation of the Safety Committee.

We reviewed the draft charter. Wayne asked for feedback, either by campus email or on the hardcopy, to be sent to him prior to the next meeting. He will amend for review. Diane suggested that we add students to letters “a” and “d” under the objective section and that a letter “e” be added that addresses the monitoring of changes in requirements and recommendations of standards in different campus departments/areas and that training and updates be provided accordingly. Wayne will develop language for this objective. Jenny asked if we should add the physical environment to the scope of what the committee would be involved in, and to reorganize the mission statement so that the word recognize comes first, followed by evaluate. Wayne will accept these suggestions, along with any others members would like to make. We briefly discussed membership. It was determined that we can add folks to the committee, as needed, over time, but were at a good starting place. We considered adding faculty reps for the Perdue and Seidel schools, but these schools are smaller and have trouble covering all the committee work requested of them. Please have any additional suggestions to Wayne by next week.

Wayne disseminated information regarding accident reporting for the period 2001 – 2004. He’d like to bring our IWIF representative to a future meeting to talk about the work he performs on behalf of University employees. Wayne reviewed the number of incidents and cost to the University, as well as trends over this four-year period, as background information for members. We looked at SU compared to other campuses, and noted the need to improve SU’s stats. A request was made to try to normalize the data for campus size, to get a truer picture of how SU ranks within the system. Wayne will also look into discrepancies between the individual accident reports provided by IWIF and the system information, since the accident rates are different.

Gerry Patt asked if there were published standards for when incident/work injury reports were done. Wayne informed the group that guidelines are on the HR website, as well as attached to the forms themselves. Jerry noted that differences in standards could affect campus comparisons.

Diane suggested that we consider collecting data on student and visitor injuries, as well. If we have a problem area that needs to be addressed, these additional statistics would be helpful in identifying and addressing safety problems.

We reviewed the format and content of the annual safety trainings held since 2002. Wayne would like each committee member to interact with constituencies and provide

feedback to him regarding the types and format of training that would be helpful. He would like to do this as soon as possible, since training is coming up (quickly) in January. Possible suggestions that were forwarded in the meeting included:

- Equipment safety and handling, specific to areas (e.g. cutting safety in Dining Services)
- Location and operation of AED units
- Any mandatory annual/follow-up training required by OSHA
- Building specific drills for evacuation

We had a follow-up discussion regarding needing to inform campus community members to contact University Police after 911 has been contacted. Lloyd reported that even though the 911 center is suppose to notify University Police when they receive an on-campus request for 911 assistance, this does not always happen.

The next meeting was tentatively scheduled for December 10<sup>th</sup>. It was decided that we would meet monthly and then move to quarterly meetings, possibly.

Jennifer Berkman  
Recorder