

UNIVERSITY SAFETY COMMITTEE  
MINUTES  
2/25/05

Present: Jennifer Berkman, Michael Trail, Will Lowery, Wayne Shelton, Lloyd Harris

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

1. ICE AND SNOW ON CAMPUS UPDATE:
  - a. No accidents reported as of this meeting
  - b. Generally well-managed event
  - c. Outside contractor used for salting and scraping some lots.
2. TRAINING – 2005 UPDATE
  - a. BBP and Lab Safety Training – BBP for Respiratory Therapy, Medical Technology, Student Health Services (total 15); Lab Safety for Biology Students (total 29); another offering will be made for both categories.
  - b. Central Stores/Support Services scheduled for 3/22/05
  - c. SPCC, Confined space, fall protection and lockout/tagout will be scheduled March.
  - d. Worker Compensation FAQ Sheet – for distribution to the campus, presented and reviewed; will be printed and presented at supervisor meetings. (Handout distributed at meeting.)
3. FIRST AID/CPR/AED – 8 units on campus
  - a. Jill Stephenson & Red Cross – date TBA by Jill Stephenson; cost for this will be covered by Human Resources Dept. Will be announced as soon as dates are available.
  - b. Assist from Justin Koss of IWIF – possible.
4. COLLEGE PARK IT Training/Sharing Session 3/2/05 copy of agenda provided. May provide additional resources and/or best methods for safety.
5. OFFICE SAFETY TRAINING – PROJECT Begin collecting topics/ideas for this project.
  - a. Electrical Safety
  - b. Proper Lifting
  - c. Storage
  - d. Economics - -proper sitting, carpal tunnel syndrome
  - e. Procedures to handle emergency; medical and fire
  - f. Resources for frequent questions: air quality, temperature, repairs, odors, etc.
6. NEXT MEETING DATE: 4/1/05, 2:00 – 3:00 p.m.
7. OPEN DISCUSSION
  - a. accidents/incidents to date is 26-list was provided
  - b. MD Life Safety Funding request list provided/discussed from FY '06
  - c. Emergency Procedures Committee meeting next week to discuss emergency phone instructional signs.
8. Meeting adjourned at 3:00 p.m.