

UNIVERSITY SAFETY COMMITTEE  
MINUTES 7/26/05

Present: Jennifer Berkman, Dr. Diane Davis, Matt Nein, Will Lowery, Mike Trail, James White, & Wayne Shelton

Meeting was called to order at 10:35 a.m., with the following business discussed:

1. INJURY REPORT – Wayne briefly reviewed the injury report through July 26, 2005 and discussed some circumstances of the injuries. Most of the injuries were “unusual” and not a problem with equipment or standard operating procedures. In most cases corrective measures were not necessary. However, some were investigated and corrective action was taken by the affected department. Diane asked if non-employee injuries are tracked currently. Wayne responded that all injuries that are logged by University Police are forwarded for review. These are currently maintained in a single file. Diane suggested a spreadsheet for managing them so trends could be identified – if they occur. Wayne will establish a spreadsheet for this process and it will be reviewed at our next meeting.
2. ONLINE TRAINING – Wayne demonstrated the draft version of the powerpoint presentation for Bloodborne Pathogens that will be developed for online training. A sample BBP quiz and glove removal video were also reviewed. Jennifer suggested a feedback page for the process; Diane suggested a change in some of the terminology (remove malaria and syphilis from BBP examples). These will be added and the draft session will be forwarded for review by the committee.
3. The topic list for the Office Safety online module was provided and requests for additional topics or details are to be forwarded for inclusion or consideration. The office safety module will contain a web link to emergency floorplans for a particular building. Emergency floorplans for some buildings were reviewed. Diane asked if the AEDs were located on the plans; they were not included – so they will be added as an update.
4. Wayne discussed asbestos tile removals in Maintenance Building and football announcer booth. Those areas were completed without occupant complaint and on-time.
5. NEXT MEETING DATE: Tentatively planned on September 20th from 2:30 PM to 3:30 PM.
6. OPEN DISCUSSION
  - a. Jennifer asked if supervisors and employees are able to have access to water during this extremely hot and humid season. Jim White indicated that fountains are available in all buildings and some near the athletic fields. Matt confirmed that athletic camps and sports teams bring their own water and sport drinks. Will indicated that the grounds crew has not indicated concerns about water availability; most carry water. It was concluded that employees have access to most buildings and many carry water with them as they work. Wayne offered to send a hot weather update as a Safety Minute to the campus with links to related info. The email was sent on the 26<sup>th</sup>.
8. Meeting adjourned at 11:30 a.m.