

Safety Committee Meeting Minutes

Department/Committee: University Safety Committee Meeting

Meeting Date: September 3, 2014

Attendance: Dan Kiener, David Jamison, Laura Todd, Olivia Lampenfled, Angela Macci Bires, Randy Mink, Anne Lahoda, Neal Binstock, Matt Hyatt, Randy Johnson, Tim Kirsch, Renee Cavalovitch, Perry Roofner, Paul Badger, Larry Tomei, Jonathan Potts, Ellen Wieckowski, David Hanson, Craig Coleman, Beth Ryan

Absent/Excused: Pete Faix, John Michalenko

The following minutes provide a summary of the topics discussed at the University Safety Sub-committee meeting which took place September 3, 2014 at 2:00 p.m. in the Sewall Dining Room.

TOPIC	DISCUSSION/CONCLUSION	ACTION Responsibility/Time Frame
Call to order	Mr. Kirsch called the meeting to order at 2:00 p.m.	
1. Welcome	Mr. Kiener and Mr. Jamison welcomed everyone and thanked them for all of the time, effort, and hard work they have dedicated. Mr. Kirsch welcomed everyone and shared that there had been a change in memberships of some sub-committees and all sub-committees have met, reviewed plans, and identified goals. All members made self-introductions.	None
2. Management Plan Review	All sub-committees reviewed their plans and brought with them/advised the Committee of notable changes that were made. The Safety Management, Laboratory and Hazardous Materials, Emergency Management, and Utility Systems sub-committees had only minor changes (such as updates in terminology and consistency) to their plans. The Security and Fire Safety sub-committee reviewed both of their plans and noted that maintenance of Life Safety Systems resides with Maintenance or the Utility Systems Subcommittee.	Management Plans approved. The subcommittee co-chairs to submit final written Plans for signature.
3. Proposed Goal	Each sub-committee presented their proposed goal(s) to the Safety Committee. Safety Management - The proposed goal is to establish a comprehensive and formalized safety training process. Ms. Lampenfled presented the rationale/justification including OSHA provisions to provide information & education to employees, specifically related to fire and emergency procedures. The proposed plan is to develop a computer based education process. Mr. Binstock raised the point of imposing training on union and faculty personnel. Ms. Cavalovitch advised that the union personnel are subject to university policy. The Committee agreed and supported the proposal to make training mandatory for all faculty and staff. There was continued discussion and support among the members suggesting the benefits and potential opportunity in various areas. There were suggestions to also consider other mechanisms or formats that may expand communication of safety to the campus community. It was suggested that the Safety and Emergency Management Committees get together to develop the training program or modules.	The goal was approved by the committee.

	<p><u>Security and Fire Safety</u> - The proposed goal is to develop a more comprehensive fire drill process. Drills are conducted each semester in the residence halls. There was discussion related to the difficulty and challenge in conducting drill in the academic and administrative buildings – primarily the scheduling in academic facilities w/disruption to classes. Mr. Jameson suggested that the faculty be alerted to drills in academic facilities, but to otherwise remain confidential. A suggestion was offered to consider challenging building occupants by restricting an exit/evacuation route during drills.</p> <p>There was also discussion related to the posted Fire Evacuation Maps. The subcommittee proposed a review of the current maps. Suggested working with Facilities on information on the map, including provision to add meeting locations outside of each facility. Also consider map orientation</p> <p><u>Laboratory and Hazardous Materials</u> - The proposed goal is to promote student safety with the assessment/development of “job shadow” policies. Mr. Badger presented on programs that offer this instructional experience (job shadow) and that the sub-committee recognized this goal as an opportunity from a related incident this past year.</p> <p>Ms. Bires proposed a second goal to develop and implement a training video for the “non-radiation worker”. It was suggested that this be included in the training program when completed.</p> <p>Mr. Badger also suggested a review of each of the Lab Safety policies. The sub-committee is also reviewing/updating the catalog of restricted rooms.</p> <p><u>Emergency Management</u> – The proposed goal is to promote and validate the adequacy of RMU’s Emergency Response Plan. Mr. Binstock noted several specific activities (as noted on goals summary) in accomplishing this goal, including training and table-top exercises. Mr. Binstock advised the subcommittee will review all high (#9) risk categories and determine if other types of events needs to be added. Mr. Binstock emphasized the aspect of business continuity, such as actions in the event that we lost an entire facility (Yorktown). Similar point on systems downtime – cell phones or IT system. There was also discussion regarding group text for the Incident Command Team.</p> <p><u>Utility Systems</u> - The proposed goal is to develop a standard for security and maintenance of “IT and Data rooms”. Mr. Johnson presented on the benefits of the goal to improve not only the physical condition or security, but also the security of information.</p> <p>A second goal is to implement a more formalized process for personnel training on “shutdown” of critical utility systems across campus. Mr. Hyatt presented some current practices including the use of GIS (Graphical Information System) that identify utility mapping.</p> <p>Mr. Kiener questioned process for when systems are down. It was suggested that we reach out to peer groups to benchmark and determine what good practices are established by other institutions.</p>	<p>Subcommittee will implement fire drills each semester – and provide announcement to faculty.</p> <p>The committee endorsed the recommended goals.</p> <p>The committee endorsed the recommended goals.</p> <p>The committee endorsed the recommended goals.</p>
Other Business	<p>It was suggested that future agenda item include a presentation to committee on Title IX.</p> <p>Other suggestion to consider area risk assessments.</p> <p>It was noted that Mr. Kirsch and Mr. Binstock will provide a safety presentation to RMU Board on 9/19/14.</p>	
Meeting Adjourned	<p>Meeting was adjourned at approximately 3:20 p.m.</p>	

