

Committee Meeting Minutes

Department/Committee: University Safety Committee

Meeting Date: February 12, 2014

Attendance: Dan Kiener, Ellen Wieckowski, David Hanson, Larry Tomei, John Michalenko, Perry Roofner & Tim Kirsch

Absent/Excused: Craig Coleman, David Jamison, Renee Cavalovitch, & Pete Faix

The following minutes provide a summary of the topics discussed at the University Safety Committee Meeting which took place Wednesday, February 12, 2014 at 11:00 a.m. in the Facilities Center Conference Room.

| TOPIC | DISCUSSION/CONCLUSION | ACTION Responsibility/Time Frame |
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| Call to order | Mr. Kirsch called the meeting to order at 11:00 a.m. | |
| 1. Committee Structure | There was discussion among the group regarding the proposal to modify/collapse the committee structure, including the subject of sustainability. The first motion/decision was that "Sustainability" will not be included within the structure of the safety committee. The committee also voted and approved the recommendation to move from seven (7) to five (5) subcommittees. Lab Safety and Hazardous Materials will be combined. And, Fire Safety and Security Management will be combined. | Restructure will be implemented as approved. |
| 2. Co-Chair Nominations | Based on discussion from the December meeting, a Safety Committee Structure Chart was distributed – identifying proposed names as co-chairs for each subcommittee. After some general discussion on roles, responsibilities, & next steps, the committee made the following approvals & recommendations. The co-chairs of the Fire/Security, Emergency Prep., and Utility System subcommittees were approved. D. Kiener to confirm nomination of Laura T. with HR and L. Tomei to confirm Lab Safety/Hazardous Materials nominations. | Nominations to be confirmed as noted. Appointment letters to be sent to all subcommittee co-chairs Meeting with co-chairs to be scheduled to review new structure and next steps. |
| 3. Carbon Monoxide Alarms – Act 121 | There has been recent literature (from AICUP and other agencies) on the subject of carbon monoxide (CO) detection in facilities with combustion sources. There was discussion with the group on whether we should begin installing such detection equipment or not. The current code interpretation is that – carbon monoxide detection is not required in existing RMU facilities, including dorms, with an exception or grey area being Colonia Village facilities that also provide housing. There was discussion regarding the level of risk and comparison with other RMU facilities that may or may not be equipped with other safety equipment. Tim advised that all of our facilities have some type of combustion equipment. One example noted are the newer dorm apartments (Lexington, Concord, Salem) that have a residential furnace in each suite. It was noted that all of this equipment is on a preventive maintenance schedule. The committee agreed that we need to comply with regulatory requirements, but that the installation of carbon monoxide detection would <u>not</u> be pursued at this time. | Facilities will contact service vendor to obtain proposal for installation of CO detection in Colonial Village. |

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| 4. Incident/Fall on Revere Center Stairs | T. Kirsch provided a brief summary on a 1/2014 incident of a staff member who had fallen on the steps in Revere leading to the lower level. Discussion included weather conditions on the day of incident, the reported employee actions, and some recent medical conditions of the employee. Improvements had been made on these stairs several years ago (believed to be 2007) after a staff member had fallen. Noted that other occupants expressed concern. At time of construction, the steps would have been built per code, but dimensions slightly off current code. Improvements included standard treads and railing on both sides. Representatives from Travelers Insurance and Henderson Brothers inspected the stairs during recent visit – and no specific recommendations were provided. | Committee recommendation was to pursue no changes at this time. |
| 5. Potential Goals | A list of potential goals/opportunities was distributed. The members reviewed and agreed with the list as good opportunities for the subcommittees to consider. E. Wieckowski suggested an assessment of the “Blue Phones”. Are they still relevant/needed? And under utilities – a process to assess system reliability. L. Tomei suggested conducting desk top/emergency drills as a goal. It was suggested that the subcommittees confirm their goal(s) and present them with a justification to the entire safety committee. | Suggested goals to be provided to subcommittee co-chairs as an action item. |
| Meeting Adjourned | The meeting was adjourned at 12:00 p.m. | |