

# ***SAFETY COMMITTEE MEETING MINUTES***

DATE: April 10, 2007  
TIME/PLACE: 1:30 p.m., WC 221  
CHAIRPERSON: Rob McGinn  
PRESENT: Terri Evers, Scott Hagebak, Donna Hensel, LeeAnn Larson, Diane Roggow,  
Carol Jensen, Paul Wetzel

## **REVIEW OF OLD BUSINESS**

03/07-1 **Camps on Campus** – It is recommended by the Safety Committee that if an outside group rents space on campus for an overnight event or after hours event, the campus should have staff present to address concerns that may develop or emergencies. Rob stated that he will e-mail Laurie Woodward with this recommendation.

## **MISCELLANEOUS**

**Broadcasting Emergencies** – ITS has selected a company to purchase software for the phone system that will give us the capability of broadcasting emergencies. The estimated date for install is April 15. Testing will follow.

**Emergency Building Coordinators** – Rob has only received one volunteer to be an Emergency Building Coordinator. Rob will send out an e-mail to all unions requesting volunteers. We need more people.

**Safety Charter** – The Safety Charter is under formal review. Received comments back from Malcolm O’Sullivan – the charter does not need to go through as a policy.

**Coming Up Asbestos Removal Projects** – Rob informed the group that there will be some asbestos removal in Trafton South, Wiecking Center tunnel, Morris Hall and CSU. Rob will inform Children’s House that the basement will not be available on May 14<sup>th</sup> due to this work.

**Fire Drills** -- Rob needs volunteers to assist in fire drills in the academic buildings. Volunteers will help in making sure people evacuate, doors are shut, etc. Prior to the drills, Rob will send an e-mail out to the occupants of the building advising them that exiting the building is mandatory.

Accidents for February/March were reviewed.

Distribution: University Cabinet  
Bargaining Unit Heads  
Safety Committee Members  
Bulletin Board Distribution

**Report any potential safety hazard to your immediate supervisor for prompt action. Any safety concern that has not been promptly addressed by the immediate supervisor should be reported to a member of the Safety Committee or the office of Environmental Health and Safety.**