

## ***SAFETY COMMITTEE MEETING MINUTES***

DATE: July 10, 2007  
TIME/PLACE: 1:30 p.m., WC 221  
CHAIRPERSON: Rob McGinn  
PRESENT: Jerry Harty, Deanna Hoechst, Donna Hensel, Jennifer Lovett  
Diane Roggow

### **REVIEW OF OLD BUSINESS**

**Broadcasting Emergencies** – The equipment for the emergency broadcasting using our phone system is on campus and is currently being tested.

**Emergency Building Coordinators** – Volunteers are still needed for buildings to serve as the coordinator in an emergency.

**Fire Drills --** Fire drills will be run again this fall so see what things were fixed and what items still need to be repaired.

**Safety Training** – Annual safety training will be done for the trades staff before school starts.

Accidents for June 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.**