

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

DATE: January 13, 2009  
TIME/PLACE: 1:30 p.m., WC 221  
CHAIRPERSON: Rob McGinn  
PRESENT: Helen Walters, Diane Roggow

### **REVIEW OF OLD BUSINESS**

**Emergency Building Coordinators-** A letter requesting volunteers has been sent campus wide.

**Spill Prevention Control and Counter Measure (SPCC) -** Rob has reviewed the document and some items need to be changed and added. Rob will continue to work with the company on this project.

**All Hazard Plan-** The All Hazard Plan includes emergency preparedness, crisis intervention, and COOP (Continuity of Operation Plan. We continue to review and are close to hiring staff from South Central to assist.

**Infectious Waste Policy Review -** Rob will be sending out a condensed version of this policy for the committee to review. This will be address during the first of the year.

### **MISCELLANEOUS**

**Accidents for November/December were reviewed.**

The safety meeting will continue to take place on the 2<sup>nd</sup> Tuesday of each month at 1:30 p.m. in Wiecking Center.

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.**