

UNIVERSITY HEALTH & SAFETY COUNCIL MINUTES

October 17th, 2019, 3:00 p.m. Hogue 300N

Attendance: Jennifer Serne (faculty), Ian Seiler (Classified, PSE), Otto Bach (Classified, non-rep), Ashley Kippert (ASCWU), Stephen Sarchet (HR), Vince Foley (FM), Kevin DeWitt (EHS), and Wendi Hembree (admin). Guests: Jerry Dougherty

Meeting called to order at 3:00 p.m. by Jennifer Serne.

Action Items

- I. A motion was made by Ian for CWUP 2-50-020 to pass this policy onto the Sustainability Council for review and HSC is finished with it. Otto seconded the motion and no objections.

Discussion/Presentation Items

- II. **VOIP Phones Follow-up** (Joe Deck and Justin Jenkins)
 - a. VOIP phones do not work without power/electricity. Analog phones are still on campus as follows: 43 hall phones, 17 dorm lobby phones, 31 refuge area phones, every elevator (about 40), blue light phones, and all conference rooms (except 13).
 - b. University must provide a means of communication, either a desk or hallway phone during an emergency, even if the department requests to remove the phone from their area and/or billing. Telecom will catalog where analog phones are and have a breakdown by building and floor location. Justin will have the breakdown list before next month's meeting.
 - c. Ian will take excel spreadsheet to map out on behalf of the committee. He will work with Telecom to have signage to map out phones and have standardized messaging on all floors. The signage will be run through the Enterprise Facilities Committee (EFC) and Public Affairs. The council will come up with a suggestion to take to the EFC for facilities to develop signage.
 - d. All RA's have analog phones and hallway phones in residence halls are analog. The boiler house has their own phones and if they lose power, they have backup phones that become activated.
 - e. Jennifer will invite Robert Cepeda, the new emergency manager, to the next meeting and share the Emergency Operations plan. She will also coordinate with the fire marshal about occupancy / assembly areas that require phones. If there are areas identified that don't have a jack, Telecom will be made aware.
- III. **Policies and Procedures Working Group/Sub-Council:** The council still agrees to develop sub groups for UPAC approved policy and procedure review and editing. This may include an SOP for all labs. Ian is encouraging COTS to start a subcommittee that can be accepted under HSC.
- IV. **Council Membership:** Ian did a membership matrix to show which areas are still not represented. The council will have conversations with those who are appointing membership to encourage a full membership list.
- V. **Safety Meetings:** Katie from EHS and a student are putting together a training guide for safety meetings.

- VI. **HSC Annual Report:** The council is encouraged to review the report to finish updating before winter break. The annual report is due to the VP of Operations.
- VII. **CWUP 2-50-020 Energy Conservation:** Review edits and make any changes. This policy is ready for cabinet review after HSC reviews it. Keep track changes on when editing the policy (file in HSC Teams policy folder). A motion was passed that HSC review of the policy is complete and to send the policy to Sustainability Council for review. Wendi will send the document to them.
- VIII. **Updates:** Jennifer is still working on website and membership updates. Previous minutes and agendas are to be posted online for one year and some are missing.
- IX. **Open Public Meetings Act Training:** Jennifer posted the document "[OPMA Training Requirements](#)" to Teams so everyone can complete the training and send their completion date to Jennifer.
- X. **Emergency Lighting Follow-up:** There are no new updates. There are no known buildings that consistently have lights out. EHS is decommissioning and disposing of tritium emergency lighting as they burn out. Dave Camarata has list of where the tritium lights are. Ian asked if there is a way to know which building areas need regular testing, if we can get a list of which model lights need testing, and how often to test them. It may be possible to ask building monitors to test on a schedule after the light location data is gathered.
- XI. **For the Good of the Order:**
 - a. The next meeting is November 20th, 2019.
 - b. Jennifer successfully got a bid process complete for chemical inventory system management. All chemicals will now be tracked, and an app provides MSDS access to facilities, grounds, chemistry, and all other departments that use chemicals. The app allows easy access to a database of chemicals so they can scan a bottle and populate data.
 - c. Jerry Dougherty shared the new ANSI lift standards and asked if there were any concerns to discuss. The owner, manager, and user have new standard definitions. The university is an "owner" of all equipment. ASL owns five lifts and FMD owns three. Kevin will send the new standards to Ops office for them to share with the Provost office to distribute to the colleges. By the standards, users may be qualified to do the inspections. There is an external unit that completes annual inspections, which is the owner's (university) responsibility. There was discussion about how the standards translate to existing policies and procedures.
 - d. Simplified JHA (job hazard analysis) was developed for varying areas, a total of 32 new ones. The JHA is attached to work orders generated as new maintenance orders entered in FM. Many of FM tasks require a JHA.

Meeting adjourned at 3:55 p.m.