



UNIVERSITY HEALTH & SAFETY COUNCIL MINUTES

3:00 pm. Hogue 300N

August 21, 2019

Meeting called to order at 3:00 p.m.

Members present: Stephen Sarchet (HR), Jacob Baxter (FMD), Kevin DeWitt (EH&S), Joe Ritchie (Aux Dining), Otto Bach (Non-rep classified), Cindy White (guest, PSE), Mark Young (PSE), Andreas Bohman (VPO), Wendi Hembree (Operations), Alexia Garcia (guest, student intern)

Action Items

No action items were put forth due to lack of quorum.

Discussion/Presentation Items

- A. **Website updates:** There are still minutes and agendas to be posted online. We plan to start a SharePoint site as a repository for state records retention rules of 6 years.
- B. **Membership:** The list of members is still being identified and appointed / elected. Attendance has been low during the summer which doesn't allow action items to move forward. VP Bohman will send communications about the importance of the council and member participation.
- C. **Policies/Procedures:** The team can continue reviewing policies and procedures located in Teams. The next UPAC date is October 16th but must first be reviewed by the President, and then Cabinet. The council is to consider forming a policy/procedure workgroup or subcouncil to recommend changes and submit for review by other governance structures such as Faculty Senate, Provost Council, President's Budget Advisory Committee (if impacts budget), Enterprise Facilities Committee, and Enterprise Information Systems Committee (if impacts technology). The general consensus is to have fewer policies and more procedures that are developed based on policy. A policy can drive multiple procedures. VP Bohman will give an overview of policy and procedure flow during the next council meeting.
- D. **Teams site:** The new Teams site is up and active. We will continue to use it as a working platform. The campus safety survey data is located here. Draft agenda items can be added. Minutes and agendas can be distributed here. There is a "channel" for policies and procedures so members can continue editing live documents prior to submitting the final review to the VP.
- E. **Safety Meetings:** Jeff Penick will talk about information he has gathered regarding safety meetings taking place across campus.
- F. **VOIP phones:** There was discussion about the concerns of VOIP not functioning during a power outage a couple months ago. There should be a dedicated landline on every floor of every building. The chair will invite the interim CIO, Joseph Deck, to the next meeting to talk about VOIP phones during emergency outages and the communication plans.
- G. **Emergency lighting:** There are concerns regarding testing emergency lights. A recent fire inspection revealed non-working lights. The council is inviting facilities to present their

preventative maintenance plan for emergency lighting.

- H. **Campus Safety Metrics:** Stephen put together a graph of slips, trips, and falls from 2013 to 2019 to share with the council and support EH&S. Although there has been a significant drop from previous years, there has been an incline over the past two years. The council discussed the need to train supervisors to ask for a written doctor's release when an employee returns to work after an accident or injury. Stephen reminded the council the big three costs of liability injury claims come from overexertion, falls/trips, and strikes.

For the Good of the Order

The next council meeting is September 18, 2019 at 3:00 p.m. in Hogue.

Meeting adjourned at 3:55 p.m.