**Safety Committee Meeting Minutes**

**January 15, 2024**

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Brittany Clouser, Bob Meyer, Grace Reynolds, Cristie Lazart, Justin Kutzman, Jodie Frey, Marlene Gubler, Julie Mule

**Members Absent:** Nathan Breiner, Don Brinker, Dave Huber, Matt Rosvanis,

**Guests:** No guests

***Review of meeting minutes from previous month*** – No committee comments on previous minutes

***Recommendations List Review***

**No updates on current recommendation list**

**Review of current injuries list**

Hand injury (Grounds) – Finger caught after slipping while opening a tailgate. No safety recommendations.

Shoulder injury (Custodian) – Slipped on ladder while cleaning windows. No safety recommendations due to being reported several weeks after the injury making it difficult to investigate the conditions.

Sandra asked the committee members to take back to their respective department’s a reminder that Public Safety EHS can provide training for supervisors on Workers Comp and how to investigate a Workers Comp injuries. Also remind your departments to report an injury within 24 hours even if it is for a report only. It is hard to investigate and provide corrective actions when the injury is not report timely. We are working on revising the Supervisor Accident report to refine the questions for more detail on the accident. Both the Public Safety and HR website have details on reporting an injury.

For incidents that happen on a weekend, if no supervisor is available, the employee can call dispatch and an officer can take a report to document until EHS is available to open a claim.

**Building Inspections**

Good progress has been made on building inspections, tank inspections and the fire extinguisher program. We are at 80% up to date on the fire extinguisher program. Student workers will be helping Marlene once we are at 100%. Next, Sandra and Marlene we will be moving forward with working with the departments on Emergency preparedness plans.

Jodie questioned who was inspecting AED’s. Sandra stated that the ones installed by Public Safety are being inspected quarterly by EHS, all others are maintained by the departments. APK is not Public Safety. Sandra will look into who is maintaining the public AED’s in APK and who is responsible for the budget of supplies. The AED’s that Public Safety installed were a President's office initiative and that is where the budget came from.

**Committee Discussions**

Bob Meyer addressed the uneven paver on campus that was brought up by Dave Huber at the last meeting regarding. A work order has been placed and Grounds will repair.

Sandra reminded the committee to be sure to open a work order on unsafe issues that are noticed that can be addressed with a work order. We can still discuss it at the meeting, but a work order is best immediately so the problem is corrected as soon as possible.

Jodie asked about the budget for safety issues. The Safety Committee does not have a budget. Facilities has a budget for regular maintenance repairs on campus.

Work orders were entered for blind spot mirrors and the parking garage leak concerns are being addressed by Scott. We will remove the leak concern from the agenda, we will keep blind spot mirrors as they are still being looked at.

No other updates on issues.

**Suggestions for 2025 committee items**

Jodi would like updates on policies regarding animals on campus and e-bikes. Cristie and Sandra have not heard anything additional. Julie said a precious policy indicated nothing with a lithium battery was to be brought inside buildings. Sandra will follow up with Ryan Snyder on policies. The e-bike policy is a good alternative to getting around campus with the current parking constraints and is also good for the campus green initiative. There are a lot of gray areas around these types of policies which make it more difficult to navigate. Cristie mentioned that other schools had issues when they implemented policies such as these which could be why it is sensitive and taking more time.

Sandra suggested an in person meeting in the spring when the weather is better.

Meeting adjourned time: 2:25 PM

**Next Meeting Date**: ***February 19 @ 2PM***