HEALTH AND SAFETY COMMITTEE

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Monthly Meeting
September 20, 2012
Administrative Services Conference Room

Health and Safety Committee Members in attendance:

- Anna Filipova
- Colleen McDermott
- George Paul
- Evan Schwalbe
- Joe LeMire
- Dana Merriman
- Mark Haddock
- Jennifer Close
- Rabar Hawramy

- **Absent:** Dawn Dettlaff, Kim Freier, Chuck Hermes, Pam MacWilliams, Mike Morrissey, Chris Stratton, Jon Wilson, Buckley Fetcher, Stephanie Krueger, Rae Ann Wetzel

1) Announcements:

a. The group unanimously approved minutes from last meeting.

b. Mark Haddock was introduced to the group. He will be setting up/updating programs. He is located in Evan Schwalbe's area.

c. Two new student members were introduced—Jennifer Close and Raba Hawramy.

2) Old Business:

a. Update on newsletter (student interns)--Colleen is working on this with student help. She has been unable to find any students to work on the newsletter. She is expecting to find more students to work on it this spring because of a class requirement.

b. Evan and Mark updated the group about website accessibility and the work they would like to have done on it. They showed the group UW Milwaukee's site. They are looking at using that website as the model for the University's updated version. They also asked for any feedback from the group regarding additional areas/topics to be included on the site. Suggestions were special initiatives, AED's, building evacuation maps, etc.

c. Tobacco free campus update by Dana: She gave a brief background/synopsis of the committee for the new members. The committee has signed up 57 new student members, primarily via the Taste of Oshkosh. The planned survey (Indoor Air Quality Survey) has been held up and is expected to be released on October 1. It will be available for two weeks. The committee is also co-sponsoring candidate forum on October 11 in the Reeve Union Theatre from 4:30 pm to 6:00 pm. The second week of November the group plans to have a talk back session, which will be open to everyone so that they can give feedback on the survey results. ***"Rethinking***

What Healthy Looks Like" forum on Oct.11th in the Reeve Memorial Union Theatre with local legislative candidates.

d. The recent fire drills were briefly discussed. Several things were brought up, such as, doors getting locked and they shouldn't be (firemen will break windows and doors to get inside during a fire). It was suggested that better communication, especially before the drills, more information should be placed on the website. It would also be a good idea to put together a Do's & Don'ts List. For Next year, the Building Response Team members should be able to help with the evacuations during the fire drills. It was suggested that supervisors, department chairs, etc. remind staff that these drills are done for new students and staff. They are required. Additionally, this is a training opportunity for everyone across campus.

3) New Business:

a. Winter weather preparations--Evan reminded the committee that they should bring any of their concerns to the regular meetings. Questioned whether Grant Davey should be brought in to discuss the paths around campus at an upcoming meeting.
b. Safety Teams and Building Response Teams were discussed briefly. Evan is still working on the approval of the teams. Some of the responsibilities that will belong to the teams would be AED monitoring, watching the fire extinguishers, and some of the documentation that needs to be done.
c. Hazardous Material Transportation Training – Mike is planning on communicating to people how things need to be packaged and transported. There should be more information available next month.
d. Lab Safety Team formation was discussed by Colleen. The people for the team have been selected and they are organizing their first meeting. The team will work on putting together policies and will then have them posted on the website for everyone to see.
e. Moped parking on campus was briefly discussed. It is felt by some staff members that there is insufficient parking for mopeds and bicycles, especially considering the continuing effort to make the campus more sustainable. Another concern was for the moped parking to be more easily accessible so that mopeds did not drive on the walkways.

4) Tentative Agenda for Next Meeting

i. Update on newsletter (Student Interns)
ii. TFC survey and Taste of Oshkosh -Dana and Committee
iii. Committee membership-Evan
iv. Safety and ERT formation-Evan and Mike
v. Lab Safety Committee-Colleen
vi. Fire Drill update-Mike

NEXT MEETING *Will need to be set up. Both Evan and Colleen are gone on the scheduled October date.*