ENVIRONMENTAL HEALTH & SAFETY COMMITTEE
July 24, 2013 MEETING MINUTES
DEMPSEY 236
1:00 pm – 2:00 pm

Health & Safety Committee in Attendance:

- Evan Schwalbe
- Collen McDermott
- George Paul
- Lin Schrottky
- Dawn Dettlaff
- Chuck Hermes
- Kim Freier

Guests/Visitors:

- Raazia Riffat

Absent:

- Anna Filipova
- Joseph Lemire
- Christopher Stratton
- Jonathon Wilson
- Pamela MacWilliams
- Rabar Hawramy
- Jennifer Kloes

1. **Announcements**
   a. The group unanimously approved the April 2013 minutes

2. **Standing Committee Reports**
   a. *Tobacco Free Campus – Dana*
      i. *Smoking area identification*
         - No discussion on this topic

   b. *EH&S Website*
      i. *Content*
         - Mark is working on compiling content for website utilizing Milwaukee's website and adapting content to relevant to Oshkosh campus.

   c. *LSSST Update – Colleen*
         - LSSST does not meet during summer months.

3. **Old Business**
    a. **Charter Review**
        i. *Updates that are needed*

        - **Secretary:**
            a. Change to "Recording Secretary" to indicate someone who records the proceedings of the meeting and not considered part of the committee itself.
            b. Appointment of the recording secretary should be by Administrative Services.
            c. Responsibilities include taking minutes, setting up meetings, reserving meeting spaces, etc.
        - **Officers:**
            a. Consist of two co-chairs, with Safety/Risk Management Representative as one co-chair, and one ex-officio appointment by Administrative Services.
            b. Remove language about election and terms of the co-chairs.
            c. Combine the 'Chairperson Responsibilities' and 'Safety Officer Co-Chair Responsibilities' under a single heading of 'Co-Chairpersons Responsibilities'.
        - **General Membership:**
            a. Change Represented (3) and Non-represented (2) Classified Staff categories into a single Classified Staff (5) category.
            b. It was suggested that certain areas should always have representation in the committee like Custodial Services and Facilities, and should have their own category in the General Membership composition to ensure representation.
            c. Currently the Administration representation spot is empty in the committee's general membership.
        - **Meetings:**
            a. Committee meetings will be held as decided by the committee, subject to availability.

    b. **Appointment expirations**
        i. *Positions available*

        - Need to contact April Dutscheck to fill the Dana Merriman's spot in faculty category. Dana would not be continuing this year.
        - It was suggested that the Term Expiring column in the Committee list indicate the month the term is expiring in addition to the year.

- It was also suggested that some people serving as ex-officio members are relevant enough to the purpose of the committee that they should be have voting rights in committee. To accomplish this one suggestion was to remove them from the ex-officio list and move them to general membership by creating membership categories like Student Health Center representation, University Police representation etc.

ii. Student appointments – start date/end date

- OSA will appoint students to committee before the start of fall semester.

iii. Evan would continue to update the charter and communicate with membership during the summer weeks.

c. Healthcare & Public Health

i. Has anyone viewed Escape Fire?

- No

ii. View if time permits

- Video could not be viewed due to restricted time. However, the film is available on DVD to be checked out from Polk Library.

d. Campus Safety and Health Review

i. Any items that have been identified

- Fire alarms and trouble alarms on campus are linked through a single network. As a result of some reconfiguration in the Horizon building, all campus trouble alarms were triggered.
- The one located in Polk Library is very close to where staff work.
- The alarm kept on ringing for more than half hour causing major discomfort to staff in the area including headaches.
- Chuck Hermes confirmed the problem has been fixed and if it happens again, staff should evacuate building and let him know directly.

4. New Business

i. Fire drills in September

- Start planning and recruiting volunteers.
- Creating more real-life situations in this year's drill including blocking entrances etc.

5. **Safety Office Report**
    a. **GHS (Global Harmonized system) Training – Evan**
        i. **Training program**
            - Greg, Mark and Evan are meeting to develop training program.
            - Need to figure out who needs to provide training to.
            - Training more focused towards those handling large quantities of hazardous materials.
            - Colleen identified Tom Prezentka and Greg Potratz from Halsey and Harrington areas who should be provided training.

6. **Other Issues & Concerns**
    a. Develop training on the purpose of the EH&S committee
        i. Business purpose: Reducing accidents/safety incidents saves university money.
        ii. Mark compiling claim data from previous Worker's Comp claims and organizing information by type of accidents etc.
        iii. At some point, also look at the near-miss reports to identify which areas need improvement in process from a safety point of view.

7. **Next Meeting – Doodle?**
    a. Next meeting to be held after summer, in September.