

SAFETY COMMITTEE MEETING MINUTES

DATE: 2/22/2017
LOCATION: CHSS – 9 AM



1. Call to Order/Members Present

- Kelley Bielamowicz, Jacqueline Bolden, Donna Cox, Melissa Fadler, Phillip Lyons, Drew Miller, Kevin Morris, Juan Nunez, Doug Odom, Steve Shields, Darren Williams

2. Reading/Approval of Minutes – Old Business

- N/A – Introductory meeting

3. New Business – Discussions

- a. Member Expectations
 - i. Be proactive by bringing safety items to the table. Safety advocacy
- b. Measures to preclude reoccurrences
 - i. Documentation, lessons learned review resulting in action items of what to do better
- c. Review & Revision of Safety Policies/Procedures
 - i. EHS & RM to determine priority for review then send to whole committee for input. Whole committee review is not required – all reviews provided will be considered
 - ii. Student Advisory Board also to assist with reviews.
 1. Jacqueline Bolden and Darren Williams to facilitate
- d. Annual Campus Safety Walk and other Inspection Results
 - i. A designated budget to make related repairs was recommended...i.e., Safety to Life account that represents a percentage of the total ops or maint. budget.
 1. Juan Nunez and/or Steve Shields will investigate
- e. Subcommittee Development
 - i. Science Labs – implementing and updating the chemical hygiene plan.
 1. Doug Odom, Darren Williams to facilitate
 - ii. Building Liaison Support - defining responsibilities, developing an inspection checklist and providing training.
 1. Juan Nunez, Drew Miller, Melissa Fadler to facilitate
 - iii. Marketing Safety – Incentivize the development of a recognizable slogan and icon to increase the likelihood of safety concerns being submitted. Icon to be located on KatSafe, EHS & RM, and SGA websites.
 1. Jacqueline Bolden, Darren Williams, Doug Odom to facilitate
- f. Setting Annual Agenda/Goals
 - i. Tabled to next meeting (May 3, 2017). Committee will communicate monthly via email.
- g. Safety items: ADA compliance, pea gravel sidewalks, Faculty doors without locks, Committee chair submit to SGA in August a request to schedule Safety Walk for Fall.

4. Meeting Adjourned

Safety Inspection Checklist DRAFT

Building Name/Number: _____

Date: _____

Inspector: _____

Building Liaison: _____

Check List Items	Yes	No	NA
A. General-All Areas			
1. Are ceiling tiles in place and in good condition? NFPA 101.4.6.12			
2. Is furniture in good/stable condition and property adjusted? 29 U.S.C. § 654, 5(a)			
3. Are wall-mounted bookcases free of excessive material on top? (Chemicals & heavy items should not be stored above eye level). 29 U.S.C. § 654, 5(a)			
4. Are all walking or working surfaces free of tripping/slipping hazards?			
5. Are emergency evacuation routes and floor plans posted? 29 CFR 1910.38			
6. Is consumption of food, beverage, etc., prohibited where required?			
B. Fire Protection			
1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard? 29 CFR 1910.106			
2. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets? 29 CFR 1910.106			
4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?			
5. Are all flammable containers properly closed/covered to control vapors? 29 CFR 1910.106			
6. Are all flammable/combustible containers properly labeled/ identified? 29 CFR 1910.1900			
7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?			
8. Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?			
C. Exits/Corridors/Emergency Lighting			
1. Are all corridors unobstructed?			
2. Are all exits unobstructed to, thru and beyond? NFPA 101 7.5.1.1			
3. Are exit signs posted & properly lit to clearly indicate exits? NFPA 101 7.10.1.3			
4. Do Exit Signs and Emergency Lights operate when tested? NFAP 101 7.9.3.1.2			
5. Are all exit doors able to be opened from the inside without special tool, knowledge, or keys? NFPA 101 7.2.1.5.3			
6. Are exit doors free of side bolts or locks?			
D. Electrical			
1. Is there at least three (3) feet clearance in front of electrical panels/breaker boxes? NFPA 70 110.26			
2. Are electrical hand tools properly grounded/double insulated?			
3. Is the area free of extension cords? NFPA 70 400-8			
4. Is electrical equipment plugged directly into wall outlets?			
5. Are all cords/plugs free from damage or deterioration?			
6. Are switches and circuit breakers properly identifies as to the service they are in and to what they control?			
7. Are circuit breaker panels free of combustion materials?			
8. Are covers plates in place on junction boxes to eliminate exposed wiring? NFPA 70 370-25			
9. Are "WARNING HIGH VOTAGE" signs installed on high voltage enclosures for systems rated 600V or over?			
10. Is electrical, including light fixtures, protected from physical damage by enclosure/guards?			
E. Fire Alarm / Fire Sprinkler / Special Hazard Systems			
1. Does the building have a fire alarm system?			
2. Does the building have a fire sprinkler or standpipe system			
3. Does the building have a special hazards system? i.e. clean, wet, or dry chemical system			
4. Is the FDC assessable and have a sign?			
5. Are the systems inspected as required? Annually or semi-annually			
6. According to the inspection records, does the system have any impairments?			
F. Storage			
1. Is good housekeeping practiced in work area? Is it free of debris, combustibles & obstructions? Are aisles maintained?			
2. Is storage adequately supported/stable to avoid tipping/failing?			
3. Is there at least two (2) feet clearance between stacked materials and ceiling light?			

Check List Items DRAFT	Yes	No	NA
G. Emergency Equipment			
1. Is emergency equipment (fire extinguishers, alarm pull boxes, eyewashes, showers, etc.) accessible and visible? NFPA 101 10.6.1.3.1			
2. Are Fire Extinguishers inspected and serviced? NFPA 10.7.3.1.1			
3. Are emergency eyewashes provided in the required chemical areas? 29 CFR 1910.151(c)			
4. Are emergency showers provided in the required chemical areas? 29 CFR 1910.151(c)			
5. Is all emergency equipment in good condition? NFPA 10.7.3.1.1 & 29 CFR 1910.151(c)			
6. Are spill kits accessible and fully stocked per list?			
H. Mechanical Rooms			
1. Are all self-closing doors operational? NFPA 101 7.2.1.8			
2. Are walls and floors free of holes/penetrations? NFPA 101 8.3.5.1			
3. Are combustible items stored inside the mech. Rooms? NFPA 10 9.1.2			
4. Are the guards in place over belts, pulleys, rotating shafts 29 CFR 1910.212(a)(1)			
5. Are ladders in good condition?			
6. 29 CFR 1926.1053(b)(16) & (17)			
6. Is the room clean of trash and debris? NFPA 101 9.1.2			
7. If there is ACM, is the material in good shape? Are there warning signs? 29 CFR 1926.1101			
I. Exterior Walkways/Grounds			
1. Is the sidewalk cracked with 1/2 inch or greater difference in surface height? Free of tripping hazards?			
2. Can any piece of sidewalk be moved with regular foot pressure?			
3. Does the sidewalk slope create a safety or accessibility concern?			
4. Is the sidewalk clear of excessive standing water that impedes travel?			
5. Grounds clear of ant mounds and holes?			
6. Are there dead tree branches on the ground or in trees that pose a safety hazard?			
7. Does vegetation growth block pathway illumination or present other safety concerns?			
8. Grounds clear of trash?			
Comments:			

Please take pictures of safety items and add additional comments, if needed. Submit this completed form and pictures to dwo001@shsu.edu or ses058@shsu.edu by the 5th working day after the date of the inspection.