

# SAFETY COMMITTEE MEETING

## Minutes

DATE: 4/19/2018  
LOCATION: Thomason 107



### 1. Approval of Minutes/Members Present

- Donna Cox, Donna Desforges, Phillip Lyons, Drew Miller, Kevin Morris, Juan Nunez, Doug Odom, Steve Shields, Darren Williams
- Guests Present: Beverly Liu, Josh Gonda: Students

### 2. Discussion:

#### Facilities Use

- Concern was expressed about controversial speakers or events that may require additional UPD resources, the lack of notification to UPD, insurance, damages and the overall process for Facilities Use.
  - Recommendation was to develop a standard protocol for Facilities Use which includes developing formal Facilities use guidelines, notifying UPD, Risk Management, and centralize functions, identify standard costs for services/equipment, etc., training Building Liaisons, and benchmarking the LSC Facilities Use form. Risk Management will take the lead in developing protocol.

#### Campus Walk

- Student guests began discussion on the results of the Student Government Association Report/Fall 2017.
  - Juan Nunez reports all E&G items listed in the report have been finished. He will serve as the liaison to report completion of repairs that are the responsibility of the City of Huntsville or Residence Life.
  - A recommendation was made to ask the City Manager to attend the next walk.
  - Juan also reports a photometric study for lighting will be conducted.
  - Kevin Morris noted that Officer Jeff Butterworth is available to perform a campus safety Risk Assessment.
  - The report will be placed on the Safety Committee website, a hyperlink to the report will be placed on the KatSafe website and repairs tracked.

### 3. Committee Reports/Updates

- Safety Policy/Procedures Update – Odom
  - NFPA is developing new guidelines for Active Shooter protocol – NFPA 3000.  
<https://www.nfpa.org/-/media/Files/Code-or-topic-fact-sheets/NFPA3000FactSheet.pdf>
  - Fire Protection, Lockout/Tagout, PPE, Working at Heights/Roof Safety in progress.
- Campus Walk Budget – Nunez, Shields
  - Budget to remain with SGA

- Science Labs & Hygiene Plan Update – Odom, Williams
  - Paul Battles replaces Doug Odom for this effort
  - Dr. Williams and Paul are working on TA, GA, student training to be leveraged through Talent Management
  - Forensic Science and Chemistry lab safety meeting and discussion held. Biological and Chemical Safety Advisory Committees developed with Paul Battles coordinating.
- Building Liaison Support/Training/Checklist – Nunez, Miller, Fadler
  - Building Liaison training program development was completed and has been submitted to HR for migration into Talent Management.
- Marketing Safety – Bolden, Williams, Odom, Yebra
  - Tabled – replace Bolden with Briauna Augustus.

#### **4. New Business – Open Discussions:**

- Work Order System – Safety Related Repairs: Tracking and Management
  - Facilities was asked if Safety could be added as a menu item in the Maintenance Work Order program for tracking purposes. Juan will investigate.
- Campus Safety Walk – Observations and Repair Tracking
  - See Discussion in Campus Walk.
- Slow Moving Vehicle (SMV) Guidelines
  - There was a question as to whether the current guidelines required updating and a recommendation for unique numbers to be placed on cart to identify carts that violate guidelines.
  - A recommendation to place the complete list of cart owners and the matching SMV number on the Safety website.
  - The group was informed that unique numbers are a provision in the SMV guidelines and that Fleet is working to formalize and install the numbers on SMV's.
- Science Labs
  - Manometers have provided false operational readings after a power outage. This is a safety concern due to no flow. Paul Battles to research.
  - Donna Desforges communicated that there will be an increase in research involving biological draws. This will require storage and disposal considerations. Paul Battles and Sharla Miles are aware and working to develop mitigation and management.
  - The chemical inventory software in place is helping to streamline inventory/waste management cost.

#### **5. Meeting Adjourned**