

# **SAFETY COMMITTEE MEETING**

## **Minutes**

DATE: 9/13/2018  
LOCATION: Thomason 107



### **1. Approval of Minutes**

- **Minutes approved.**
- **Members present: Drew Miller, Kevin Morris, Juan Nunez, Doug Odom, Steve Shields, Darren Williams, David Yebra, Paul Battles**

### **2. Committee Reports/Updates**

- **Safety Policy/Procedures Update – Odom**
  - **Completed the following documents: Roof Access, Fire Protection, Lockout/Tagout.**
  - **Considering Crowd Control – Large Events. Working with UPD.**
- **Science Labs & Hygiene Plan Update – Odom, Williams (Change Odom to Battles)**
  - **Chemical Hygiene Plan completed.**
  - **Hazardous Communication Plan near completion.**
  - **Battles to attend Radiation Safety Officer training.**
- **Building Liaison Support/Training/Checklist – Nunez, Miller, Fadler (Change Fadler to Hobbs-Barrett)**
  - **To confirm training updates and that Liaison training is available in Talent Management.**
- **Marketing Safety – (Eller), Williams, Odom, Yebra**
  - **Developing training for those with functional needs.**
  - **Developing training to focus on situational awareness, evacuation, and emotional recovery. Video shoot scheduled 10/22/18.**

### **3. Discussion**

- **Work Order System – Safety Related Repairs: Tracking and Management**
  - **Seeking to print items labeled as safety for committee to track progress.**
- **Review of last minutes**
  - **Battles to follow-up on vent hood manometers functioning after power outage.**

- **Direction of the Safety Committee**
  - **Nunez recommended committee members perform a campus walk after each meeting – quarterly. Attending members agreed.**
  - **Nunez committee to funding the purchase of Safety Committee Member shirts for those who participate in the walks.**
  - **Members were invited to participate in building inspecting performed by Doug Odom.**
  - **Other committee members will be asked to provide committee direction feedback.**
- **Open**
  - **A recommendation to develop a meeting schedule was put on the table.**
  - **Miller requested that SHSU ensure roof access is locked and limited. In addition, consider controls on parking structures (anti-jumping barriers) are in place to support suicide prevention measures.**
  - **Discussed a separate fund for safety repairs. Discussion resulted in determining sufficient funding is available or would be made available through regular budgeting, if needed.**

#### **4. Meeting Adjourned**

- **Next meeting: TBD (First Week of December)**
  - **December 3-6 /please, send your top 2 or 3 availability dates. Time will be either 2:30 or 3:30.**