

## SAFETY COMMITTEE

### MINUTES

Monday, November 10, 2008, 10:30 a.m., Human Resource Services Conference Room, 207 Old Main.

Present: Brian Carrico, Michelle Douglas, Dale Osburn, Tracy Smith, Jim Stephens, Jim Terry, Sara Belknap

Campus Walk-Through: Dale Osburn stated that a campus walk-through would be completed to check for campus lighting, uneven concrete, and general work orders that will need to be completed. An update will be given at the January 2009 meeting.

Driver Training: Brian Carrico stated that a video with questions built into the program would be available for safety committee members to try. All safety members will be sent a link to the program. The program will include standard procedures for minimum number of accidents, policies to sign vehicles out for use, and vehicle check lists for departmental use.

Snow Removal: Major snow removal begins at 4:00 a.m., to allow for four hours of snow removal before the beginning of classes. Brian Carrico will send a recommendation on the use of safety vests during snow removal.

Elm Street Stop Sign: Stop sign is shared by both Elm Street and Commerce Street. A port-a-potty has been blocking the stop sign. Jim Terry stated that the partial obstruction would be checked by his department and that it would be removed at the end of football season.

Campus Concrete Maintenance: Dale Osburn stated that \$30,000 worth of concrete improvements had been made during 2008. This amount covered approximately 60% of safety items. All concrete items for the year will be completed during the week of November 10, 2008. One area of interest is the west side of Gullickson Hall. The removal of a dead tree will make improvements to the area.

Building Safety Training: Brian Carrico stated that Old Main and Smith Hall had completed building safety training. The Biotech Center will have training next.

Next Meeting: Monday, January 12, 2009, 10:30 a.m., HR Services Conference Room.