

**SAFETY COMMITTEE**  
**MINUTES**

Monday, February 13, 2012 10:00 a.m., Sorrell Maintenance Building Conference Room

Present: Brian Carrico, Dale Osburn, Scott Morehouse, Steve Hensley, Andy Darling, Jim Terry, Pat Conlon, Michelle Douglas, Tracy Smith

**Minutes of Prior Meeting** Minutes from the October 17, 2011 meeting were approved.

**Old Business**

On-line Driver Training- Mr. Smith announced that the training would be available in March.

Smith Hall Restroom- Mr. Smith reported that ADA compliant handrails had been installed in the restroom as requested.

Student Representative- Mr. Carrico announced that Isaac Spangler had graduated. Mr. Conlon stated that he would recommend a student to take Isaac's place.

**New Business**

Driver Training-Physical Plant Employees: Tracy Smith stated that driver training was conducted on December 13, 2011 in the Drinko Library for approximately 50 employees.

Emergency Management Drill: Mr. Carrico reported that a table top exercise involving a shooter at an athletic event was conducted on December 16, 2011. Chief Terry provided an overview of the drill and the responses from those involved.

RA/RD Fire Safety Training/Fire Drills: Mr. Smith reported to the committee that a fire safety/emergency evacuation training session was conducted for RA/RD staff on January 5, 2012 and fire drills were conducted in all residence halls during the week of January 9, 2012.

Fork Truck Operator Training: Mr. Carrico reported that a training session for physical plant employees was conducted specifically for the new fork truck on January 6, 2012.

10 Hour/ 10 Hour Refresher Training: Mr. Carrico announced that a training session will be scheduled for March 2012 for trades employees.

New Employee Safety Orientation: Mr. Smith announced that a new employee safety orientation was available on-line.

### **Issues from Committee Members**

Building Representative Fire Safety Training: Mr. Carrico discussed that new fire safety training would be available on-line for building representatives. Mrs. Douglas suggested that a review of the current representatives be conducted as there have been changes in personnel.

Engineering Building : Mr. Hensley discussed the possible parking issues that may arise once the construction of the new section of the Engineering building began.

Student Night Desk Workers: Chief Terry discussed student's working the desks at night in the residence halls. Discussion followed.

Snow Removal: Chief Terry reminded the committee that the policy for snow removal on parking lots was a 2inch minimum. Discussion followed.

Chemical Safety Committee: Mr. Conlon stated that the committee had met on December 2010. A discussion on lab inspections followed.

Next Meeting: Tentatively Scheduled June 11, 2012