

**Minutes**  
**University Safety Committee**  
Thursday, March 10, 2011  
X-period, Wingo 210

Present: Larry James (Chair), Randy Pastor, Kim Hutchcraft, Katie Henry, Theresa White, Maggie Wilson, Denny Foulk (ex-officio), Arch Jones Jr. (ex-officio), Larry Lawrence (ex-officio), Tina Pilgreen (ex-officio), Rick Tarkka (ex-officio)

- I. **Approval of Minutes.** This was the second meeting of the University Safety Committee (USC). As noted below, a secretary was elected and minutes from the first two meetings will be submitted to the committee for approval at the next meeting.

II. **Today's Business.**

- a. Election of Secretary: The first order of business was the election of a secretary. A motion was made to elect Katie Henry. The motion was seconded, and all were in favor.
- b. Establish USC protocols:
  - Scope: Jones discussed the scope of the USC with the committee. The group discussed that the scope encompasses every department at UCA.
  - Characteristics of Safety Committee: Jones thanked Hutchcraft for her work in researching information relevant to the USC. Jones also conducted research of other institutions to provide the committee with typical characteristics of campus safety committees. This research provided the following:
    - Safety committees are closely associated with environmental health and safety departments
    - Safety committees review accident/workers compensation reports
    - Safety committees receive input from campus by providing the campus with a mechanism to contact committee members or by submitting concerns to an e-mail or website
    - Safety committees have standing subcommittees that review accident reports, campus community input, and promotion of safety committee
  - Discussion of accident report review:
    - James (chair) discussed whether or not the committee thought it was an appropriate role of the USC to review workers compensation reports. James (chair) noted that he had discussed this matter with Dr. Graham Gillis and received a positive response from him.
      - The discussion that ensued prompted James to recommend a subcommittee be created to pursue this issue. The USC unanimously agreed and Hutchcraft agreed to chair the subcommittee. Subcommittee members include the following: Buchanan, Kemper, Jones (ex-officio), and Lawrence (ex-officio). The subcommittee will meet to discuss a process for reviewing the workers compensation

reports, determine the number of workers compensation claims filed at UCA, and examine student accidents on campus.

- When dealing with concerns or issues that are presented to the USC, the committee asks the following questions:
  - Is this a concern of the USC?
  - If not, direct the concern to the proper place.
  - If so, determine merit of concern.

Jones (ex-officio) asked the committee what the best way was to address these concerns and issues. The committee agreed that a subcommittee needs to be created to look at these issues and concerns.

- Recommendations for moving forward:
  - The committee agreed to establish a promotion subcommittee in order to create an informational campaign that will communicate the existence of the USC, scope of the USC, and ways to provide input. Jones (ex-officio) agreed to serve as chair for the subcommittee. Subcommittee members include the following: Henderson (ex-officio), Jenkins (ad hoc), and Wilson. This subcommittee will have a plan ready to present at the next meeting.
    - Jones (ex-officio) showed the committee the Portland State University Safety Committee's website. Jones (ex-officio) noted that UCA's web development team will set up a site similar to Portland State, as well as create an e-mail for the campus community to send safety concerns. Jones (ex-officio) also discussed the creation of a poster to place around campus to promote the safety committee.
  - The committee also agreed to establish a campus community input review subcommittee. Lawrence (ex-officio) agreed to serve as chair. Subcommittee members include the following: White and Thompson.

c. Lab Safety Subcommittee Report-Tina Pilgreen:

- The Lab Safety Subcommittee met on Thursday, March 3, 2011 at 1:00 p.m. The subcommittee discussed training for the Environmental Health and Safety (EHS) director and field technician, as well as training and access related to animal lab facilities on campus.
- The EHS director and field technician need additional training in order to obtain the necessary skills and expertise in the fields of safety, health, environmental and risk management. This training is estimated to cost \$19,000.00, and travel associated with the training is estimated to cost \$7,000.00.
- The subcommittee discussed "card access" for the three buildings on campus that house animal lab facilities. Lawrence (ex-officio) said that he would look into pricing for the "online" card system for these buildings and report back to the subcommittee at its next meeting.
- The USC unanimously agreed to move forward with the proposal for certification for the EHS director and field technician. James (chair) will present this proposal to the President.

- d. Jones (ex-officio) provided the committee with a handout from United Educators on risk management committees. He asked the committee to review the information before the next meeting. He also gave the committee a copy of the “Safe Spring Break 2011” flyer. In closing, the committee decided that it would meet again in one month.