

Minutes
University Safety Committee
Wednesday, April 20, 2011
2:00 p.m., Wingo 210

Present: Larry James (Chair), Diane Newton, Kim Hutchcraft, Katie Henry, Meredith Kemper, Tanya Buchanan, Maggie Wilson, Denny Foulk (ex-officio), Arch Jones Jr. (ex-officio), Larry Lawrence (ex-officio), Tina Pilgreen (ex-officio), Rick Tarkka (ex-officio), Venita Jenkins (ex-officio)

I. Approval of Minutes

The minutes from the first two meetings (February 3, 2011, and March 10, 2011) were unanimously approved.

II. Accident Review Subcommittee Report (Kim Hutchcraft, Chair)

- a. The Subcommittee members provided the USC with workers' compensation accident information for 2009 and 2010, as well as general information about workers' compensation claims.
- b. The USC discussed how frequently a review of university accidents should be conducted.
- c. The USC discussed the purpose of such review, which is to determine trends in accidents.
- d. The committee also discussed safety awareness programs:
 - James (chair) asked Henderson to research other universities' safety programming/campaigns
- e. Graham Gillis will provide the subcommittee with information regarding workers' compensation claims and the monetary amounts related to those claims.

III. Promotion Subcommittee Report (Arch Jones, Chair)

- a. The purpose of this subcommittee is to inform the campus community about the existence of the USC.
- b. The subcommittee determined that the best course of action would be to focus on informing faculty and staff immediately (only two weeks left in the spring semester). This communication will be done via e-mail, the *Bear Ledger*, Facebook, and Twitter. A poster campaign will begin in the fall to inform students about the USC.
- c. Jones informed the committee that a website was created for the USC. The address for the website is www.uca.edu/mysafety (Jones showed the committee the website).
 - The website contains the following information:
 - Committee members (committee discussed listing the e-mail addresses and phone number for each member)

- Meeting Minutes
- Committee Documents
 - Links to the UCA PD and Environmental Health and Safety web pages
- A suggestion was made to also list the subcommittees (and members) on the web site.
- d. Jones also informed the committee that an e-mail address was set up so that university constituents can inform the USC of university safety concerns. This e-mail address is mysafety@uca.edu. Jones noted that the Campus Community Input Subcommittee will receive the e-mails from the “mysafety” account. In addition, any individuals on the USC who receive safety concerns can forward those concerns to the members of the Campus Community Input Committee.

IV. Campus Community Input Subcommittee Report (Larry Lawrence, Chair)

- a. Lawrence discussed how safety concerns would be received by the USC: e-mail, phone, campus-mail (could be done anonymously)
- b. After receipt of a safety concern, the concern should be acknowledged.
- c. Safety concerns will be reported to the Campus Community Input Subcommittee. The subcommittee will review/investigate the concern and determine if the issue can be handled informally or if the issue needs to be brought to the entire USC.
- d. Example given by Lawrence: consistent height of all signs on campus

V. Old Business

- a. Lab Safety Subcommittee Update (Tina Pilgreen, Chair)
 - Pilgreen discussed that the subcommittee needs to determine what safety issues can be handled by the Environmental Health and Safety Department and what issues will require additional training.
 - Subcommittee needs to determine how to handle the medical questionnaire and how to secure the current lab facilities in Lewis Science Center during the short-term.
 - At its next meeting, the subcommittee will invite the appropriate chairs and deans, as well as Larry Lawrence, to discuss lab safety.
- b. USC Recommendation 11-1 Update (Larry James, USC Chair)
 - James discussed how the university can fund the training. He informed the committee that Jack Gillean has agreed to meet with James, Dr. Lance Grahn, Diane Newton, and Larry Lawrence.

VI. New Business

- a. A motion by Diane Newton was made that Larry Lawrence become a permanent member of the USC and that Venita Jenkins become an ex-officio member of the USC. The motion was properly seconded and all committee members were in favor.

VII. Adjournment