

Minutes
University Safety Committee
Thursday, November 3, 2011
1:40 p.m., Wingo 314

Present: Larry James (Chair), Diane Newton, Randy Pastor, Kim Hutchcraft, Katie Henry, Larry Lawrence, Andrew Faulkner, Theresa White, Joel Webb, Adam Henderson, Arch Jones Jr., Tina Pilgreen, Rick Tarkka, Graham Gillis, Jack Gillean, Maris Hicks (*Echo*)

I. Approval of Minutes

The minutes from the April 20, 2011, meeting were unanimously approved.

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

- a. Graham Gillis provided the committee with information regarding workers' compensation claims and the monetary amounts related to those claims for fiscal years 2009 and 2010. The information showed that the amounts for hospital and medical expenses were the highest. Gillis noted that most of the accidents were preventable (slip and fall cases, etc.).
- b. Gillis will get with Larry Lawrence to discuss a training program and will research what the State of Arkansas provides with regard to safety training.
- c. The committee needs to promote safety awareness to reduce workers' compensation claims and rates.
- d. Larry James recommended that Gillis provide the committee, at its next meeting, with a proposal for a training program for the committee to implement. Gillis noted that he would check with the State of Arkansas to determine if any free training is available; if none is available, he will look at other options and the costs associated with those options.

III. Promotion Subcommittee Report (Arch Jones, Chair)

- a. Arch Jones reported that the Promotion Subcommittee would be informing the campus community about the University Safety Committee.
- b. The subcommittee will launch a campaign during the week of November 7-11:
 - E-mail to all faculty, staff, and students describing the scope of the safety committee, the existence of the safety committee, and ways to communicate with the committee if safety concerns arise. With regard to communicating safety concerns, the campus community will be informed about the mysafety@uca.edu e-mail address; the option to communicate with an individual committee member (if an individual member receives a safety concern, the concerns will be forwarded to the mysafety@uca.edu e-mail address).
 - A write-up about the safety committee will be prepared for the *Bear Ledger*, Facebook, and Twitter.

- Posters will be distributed around campus.
 - A news release will be prepared for the *Echo* and Channel 6.
- c. Jones noted that all communication will direct people to the safety committee's website.
 - d. Andrew Faulkner suggested that the subcommittee develop a public service announcement for K-UCA radio station.

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

- a. The subcommittee membership now includes Adam Henderson and Andrew Faulkner.
- b. Larry Lawrence informed the committee about the following safety issues:
 - Sidewalk at Harrin Hall by Ferguson Chapel: a person fell and injured ankle; the sidewalk was re-poured.
 - Donaghey at AETN: shrubs were overgrown and made it difficult to enter/exit the campus from this location; the shrubs were trimmed to improve the view.
 - Flashing crosswalk by the President's home: Magnolia tree was blocking view of the crosswalk; the tree was trimmed to allow for a clear view.
 - Parking lot by Mashburn-West of Physical Plant: there is no crosswalk at this location; Physical Plant put in curb cuts, added ramp and crosswalk
 - Burdick: a person injured shoulder while coming out of building due to a step-down; signs have now been placed to advise everyone of the step-down.
- c. Diane Newton suggested to Larry Lawrence that a spreadsheet be developed to keep track of on-going safety issues, how those issues are being addressed, and the current status.
- d. Andrew Faulkner suggested that a form be developed and placed on-line for those with a safety concern to complete. This form may be more beneficial to the committee/campus when trying to resolve the safety issue, as it would provide more specific information about the concern, as opposed to e-mail.

V. Old Business

- a. Lab Safety Subcommittee Update (Tina Pilgreen, Chair)
 - Tina Pilgreen: Field trip to tour the lab facilities was held; a lot of areas need work; lack of consistency in the labs on campus; storage issues, clean-up issues; training issues.
 - Larry Lawrence noted that the Physical Plant encourages departments to take inventory and dispose of unneeded items, as well as catalog remaining items on a yearly basis.
 - Diane Newton asked about who would need to coordinate a campus-wide "clean-up."
 - Access to labs/lab security remains a concern/issue.
 - Larry James noted that the membership of the Lab Safety Subcommittee should be expanded to include a member from each department in the sciences (Rick Tarkka mentioned representatives from health sciences, biology and chemistry).
 - Tina Pilgreen stated that a good contact with regard to lab safety issues would be the head of the gross anatomy lab.

- Tina Pilgreen noted that progress had been made in the animal labs in Lewis Science Center but not in the general labs.
 - Larry James asked the subcommittee for a summary of access/security issues; Tina Pilgreen noted that the report would be very extensive due to the amount of issues.
 - Next step for committee would be to conduct a campus wide clean-up and to report the major areas of concerns to the department chairs.
 - New Science Building: someone from safety committee needs to be involved in the planning.
 - Tina Pilgreen: IACUC inspection on October 14, 2011, went well; swipe card locks on the doors of animal labs; persons must have training before they are granted access.
 - Tina Pilgreen: facilities in Prince are not set up to be animal facilities; Prince would have to have some renovation before it is used as an animal lab in the future.
 - Larry James: Asked that the subcommittee to draft a proposal for the Prince facility for safety committee to vote on.
- b. Environmental Health and Safety Update (Adam Henderson)
- General lab safety presentation is ready for myUCA (PowerPoint presentation with a test at the end of the PowerPoint); the presentation was reviewed by representatives in Chemistry and Biology.
 - The utility vehicle safety presentation is also complete.
 - Both presentations can be tracked.

VI. New Business

- a. A motion by Katie Henry was made that Graham Gillis and Adam Henderson become permanent members of the USC and that Kim Hutchcraft become an ex-officio member of the USC. The motion was properly seconded and all committee members were in favor.
- b. Arch Jones-Update
- Operation Safe Walk:
 - To be held on November 17, 2011.
 - Arch Jones encouraged USC members to attend.
 - Break for Bears:
 - Crosswalk safety
 - Held in September 2011
 - Operation “Gotcha”
 - Operation ID Day
 - Registered over 400 new items
 - Membership Changes
 - Faculty Senate in December 2011 for approval.

VII. Adjournment