

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Monday, November 17, 2008
2:00 to 3:00
Archie Phinney Hall room 102

Present:

Suzanne Aaron (chair), Douglas Adams, Jean McIntire, Kevin Woelfel, Justin Walsh

Guest:

George Porter (EHS)

Not present:

Steffen Werner, representative TBD* from Journalism and Mass Media, Patrick Gillham (CLASS representative to UI Safety and Loss Control Committee)

1. Aaron distributed the agenda and handouts: "Unit Safety Committees" from EHS website, the "College of Letters, Arts and Social Sciences' Unit Safety Committee Policy Statement" signed by Dean Aiken, " the checklist "Assessing Your Progress in Building a Unit Safety Program – 2008" from EHS website, a sample safety discrepancy report from a recent Idaho Division of Building Safety inspection, and a "Unit Safety Committee Safety Concern Form" from the EHS website.
2. Members introduced themselves. Aaron noted members of this new committee were selected by the dean based on their responsibilities and the functions in their departments. This committee does not have a representative from every unit in CLASS.

The term of membership is three years, but certain members have two-year terms so the entire committee will not turn over at the same time. The dean appointed Aaron as chair for the first year. The committee may select a new chair next year and should determine the length of the chair's appointment.

Someone needs to act as secretary. Aaron will be secretary until someone volunteers.

Members who could not attend today will have makeup sessions with Aaron as soon as possible.

3. The primary purpose of the committee is to minimize risk of accidents and injury in the workplace in the College of Letters, Arts and Social Sciences. The first two handouts noted in 1. above describe the purpose in more detail. The committee serves in an advisory capacity to the dean.
4. The committee first needs to learn about university safety policies. Members were advised to read "Building a Unit Safety Program," from the EHS website under the "forms and templates" tab and view the web-based unit safety committee orientation course and the "Safety 24/7" videos located on the "training" tab.

Members decided to spend meeting time viewing the videos rather than doing this as homework.

Members were also advised to view the “General Health and Safety Standards” on the Idaho Division of Building Safety website.

Much information of interest to this committee is posted on the EHS website, including annual reports of workers compensation claims by division, safety tips, and specific information on a variety of safety topics.

5. The committee will receive copies of Idaho DBS safety inspection reports, accident reports, and safety concern forms from CLASS units. Aaron distributed a sample DBS report. Members should review future reports and make recommendations based on common or particularly serious violations. Porter will forward CLASS accident information to the committee. Aaron distributed template safety concern forms. An employee may use this form, for example, to report a safety concern if he is not satisfied with his supervisor’s response to a safety issue or if he wishes to be anonymous.
6. Members voiced concern about lack of funding to solve major safety issues (capital project scope), the overly-technical terminology in some of the Idaho DBS safety inspection reports, and lack of notification of impending safety inspections. Porter explained that while we might not be able to correct every safety issue immediately due to resource limitations, we may still achieve a safer work environment by correcting common problems and through education and communication. He suggested units assign a representative to accompany inspectors, which should reduce confusion about violations. EHS staff will explain any violations we question. He also stated EHS now informs deans and, when known, department heads of impending inspections.
7. The committee will work on the “Unit Safety Program Assessment Checklist.” This checklist summarizes information in the “Building a Unit Safety Program” document. Aaron suggested the committee first focus on communication, concern forms, emergency response plans, and first aid kits. This is a long-term process.
8. Walsh suggested handouts and other information for this committee be posted on a restricted website. Aaron will look into this, but the dean’s office has no technical support. Information will be distributed by email or paper in the meantime.
9. Members will view as much as possible of the “Safety 24/7” DVD at the next meeting. The location for future meetings will continue to be Phinney 102. The date will be a Monday in December, to be determined later. Aaron will arrange this.

* Denise Bennett from Journalism and Mass Media joined the committee on November 18, 2008.

Minutes submitted by Suzanne Aaron.

Approved by committee on December 8, 2008.

College of Letters, Arts, and Social Sciences
Safety Committee
2008-2009 Meeting #2
December 8, 2008

Present: Suzanne Aaron (chair), Douglas Adams, Denise Bennett, Jean McIntire, Justin Walsh, Steffen Werner, Kevin Woelfel, Patrick Gillham (CLASS representative on University Safety and Loss Control Committee)

Absent: None

The chair called the meeting to order at 2:30 in Phinney 102 and asked the members present for the first time to introduce themselves. She reiterated the notion that the committee members did not represent individual departments in the college but, rather, had been chosen to represent the different kinds of safety concerns to be found in the college.

Minutes: The minutes of the previous meeting were approved as distributed. It was agreed that future would be taken and distributed by members of the committee in alphabetic rotation.

UI Safety Film: The committee watched the first four sections of the UI Safety Film "Safety 24/7," one which all employees are supposed to be familiar with. However, if the ratio of those on the committee of those who had seen it and those who had not was in any way similar to that of the college at large, the expectation was honored far more in the breach than in the observance.

General Observations:

- (1) It occurred to more than one viewer that in trying to avoid the Scylla of dry didacticism the makers of the movie had not avoided the Carybdis of over cuteness. A subtler humor would engage the audience more.
- (2) The movie was showing its age: for instance, the university's Nightwatch mentioned in the film had long been disbanded and their inspectional duties given over to the custodial staff.
- (3) Viewers were repeatedly urged to bring suspected or actual safety problems to the attention of their supervisors, but it was not intuitively obvious at all times who those people might be.
- (4) More seriously it was not clear that the supervisors themselves had adequate training in this area to be helpful themselves or to be able to know where to take the problem.
- (5) More positively, it was clear that all employees were responsible for being aware of and seeking to correct safety problems in their own work areas as well as in public places. (Facilities personnel, while watchful, could not catch everything.)

Further Discussion:

- (1) Something the committee might do was to compile a list of who to contact about what kind of problem and to designate, insofar as possible a single contact person from each department or each building with the Safety Office.

(2) The chair pointed out that there was a university budget, admittedly small and probably growing smaller, that could be tapped for minor safety improvements (e.g., wiring the lights of a hall so that they could be turned on or off at both ends).

(3) It seemed clear that the “response time” for fixing perceived problems had been greatly reduced over the past decade.

(4) Were faculty members personally responsible for accidents involving university equipment and students if, in the proper course of events, that equipment was being used off campus? Aaron will get a response from EHS and report back to the committee. Faculty or supervisors should provide a safety orientation, where applicable, and students or employees should sign a document stating they received training and understand the safety rules.

(5) Specifically, the university had both a hearing protection program and a procedure for annual chest x-rays for those whose work demanded the frequent use of a respirator. It was probable that both of these programs needed to be more widely known.

Adjournment: The meeting was adjourned at 3:30 p.m. with the agreement to try to have another meeting in the following week to complete our viewing and review of the safety film.

Respectfully submitted,
Douglas Q. Adams
Secretary

College of Letters, Arts, and Social Sciences

Safety Committee

2009 Meeting #1

January 26, 2009

Present: Douglas Adams, Suzanne Aaron (chair), Denise Bennett, Jean McIntire, Steffen Werner, and Kevin Woelfel.

Not present: Justin Walsh

The chair called the meeting to order at 3:10 p.m. in Admin. 342. The minutes of the previous meeting were distributed and approved.

Suzanne announced that after the committee finishes reviewing the UI Safety Film we'll watch a web presentation by George Porter in our continuing effort to learn what we should be doing on this committee and then we can announce ourselves to the college about our presence.

Suzanne also showed the committee studded devices that can be attached to shoes to prevent slipping on walkways. They are available at Norco on discount for faculty (about \$10 per pair). They are a little different in design from Yak Tracks, which can be bought at Tri State. Suzanne asked for feedback from the committee on announcing their availability to the college and we agreed to email an announcement about their availability.

At 3:19 we continued watching the UI Film "Safety 24/7" and made it through segments on ergonomics, environmental health, and lab safety.

Suzanne mentioned a UI pamphlet on ergonomics and the committee agreed these pamphlets need to be widely distributed, but should be checked for accuracy first. Steffen noted the film didn't mention climate control or the scan rates of computer monitors during the ergonomics segment. He also recommended that a fund should be available so that employees can make changes to their workstations. The budget issue is problematic. The ergonomics segment of the film seems most applicable to CLASS. Other concerns brought to our attention from the video included the need for first aid kits in all departments, the need for emergency medical training for faculty who are expected to "take care" of students, information about how to deal with blood, and the proper labeling of hazardous materials.

There was discussion as to the relevance and need of this safety video. It is showing it's age and relies on "call your supervisor" as a vague direction to viewers. The committee agreed that training needs to be geared toward specific departments and that a paper version is perhaps more effective than the "humor" used at great length in the video. We need to implement safety training for all faculty and staff.

The meeting was adjourned at 4:10 p.m. We will complete viewing of the last two segments in the film at the next meeting.

Minutes submitted by Denise Bennett.

MINUTES
College of Letters, Arts & Social Sciences Safety Committee

Friday, March 6, 2009

Present: Suzanne Aaron (chair), Douglas Adams, Denise Bennett, Jean McIntire (note taker), Justin Walsh, Steffen Werner.

Absent: Kevin Woelfel

Suzanne asked if everyone had a chance to look over the electrical handouts. A question was raised on funding for power strips. Suzanne said no funding is available at this time, and it would be up to departments to purchase what they needed.

Suzanne said that Fridays at 9:30 a.m. seem to work for most for meetings, and the committee will meet every other week. However, due to spring break, the next meeting will be March 13 in Phinney 102, and another movie will be shown.

It was requested that future minutes include the names of those absent and add "submitted by." The minutes from the last meeting were approved.

We continued to watch the video on reporting accidents. A question was raised if current supervisors have proper training. It was suggested that all departments should have accident report forms, and they need awareness of Worker's Compensation procedures. A question raised was if the college should create a form instead of individual department forms. Suzanne said she would put something together.

Suggestions were given for the college's safety web site. Another suggestion was for committee members visit departments during their faculty meetings to advise them on safety issues.

The video continued with the last segment on emergency evacuation and fire safety. Discussion followed on the procedure for fire safety and who was responsible for seeing students out of classes. A question was raised on shooters. Nancy Spink discussed the procedures a year ago with the department chairs, and they were to take the information back to the departments. Suzanne will check on procedures.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Jean McIntire

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Friday, March 13, 2009
9:30 to 10:30
Archie Phinney Hall room 102

Present:

Suzanne Aaron (chair), Douglas Adams, Jean McIntire, Justin Walsh, Steffen Werner, Kevin Woelfel

Absent:

Denise Bennett

1. The minutes from March 6, 2009, were approved with one change: remove Patrick Gillham's name from the list of absent members. Professor Gillham is a member of the UI Safety and Loss Control Committee (the university-wide committee) and attends CLASS Safety Committee meetings as a guest.
2. Members viewed the web-based "Unit Safety Committee Orientation Course." Aaron downloaded the handouts for the course and distributed them to members. She later reported names of members who viewed the course to EHS for their record of employee training.
3. Aaron said she will work on a statement that consolidates committee members' opinions and suggestions and a suggested course of action for consideration at the next meeting, which is April 3 (same time and place).

Minutes submitted by Suzanne Aaron.

Safety meeting 4/3/09 – 9:30am to 10:30am

In attendance: Suzanne Aaron (chair), Douglas Adams, Denise Bennett, Jean McIntire, Justin Walsh

Absent: Steffen Werner, Kevin Woelfel

Minutes from previous meeting accepted.

What to put on website:

- Our names, mission, concern form,

- PDF form simplified and automatically filled out, Make it anonymous?

- Common problem FAQ sheets

- Safety inspection information

- List the response plan for each department.

- Minutes of meetings (approved)

- Informative but uncluttered.

- Flow chart of website

- Links: EHS, safety video, train track, USITT safety links page, ATSDR, Vandalcare, office ergonomics

- Safety rather than how to respond to an accident

- Make the site usable and friendly

- Help identify solutions

- Listing who is responsible for each building? Better handled by department.

- Don't supersede EHS's web page

- Phone numbers

Suzanne will work with Micki Panttaja about setting up website.

George Porter wants to develop a training program for supervisors.

Accident form needs to be updated to have current information

Things to do:

- Forward memo to all departments so everyone knows we exist.

- Work on a check list

- Make sure everyone has a safety plan

- Summary of accident

- Safety plan for hazardous situations

- First responder training for office staff and other necessary personnel.

- Shorter training course about how to respond to emergencies, without certifications.

- For a complete list see CLASS safety Committee minutes from 3/13/09

Where to start?

- Make ourselves useful and known

- Make sure every department has an emergency response plan

- Concern form

- Accident form

- Common problems

Look at 24/7 concern sheet, edit and send it out this week

Which segments of safety video does each type of employee need to watch?

Minutes taken by Justin Walsh

**College of Letters, Arts and Social Sciences
Safety Committee**

Meeting Minutes

Friday, April 17, 2009

9:30 to 10:30

Archie Phinney Hall Room 102

Present: Douglas Adams, Suzanne Aaron (chair), Jean McIntire, Steffen Werner, Justin Walsh and Kevin Woelfel. Not present: Denise Bennett

The chair called the meeting to order at 9:35 a.m. The minutes of the previous meeting were distributed and approved.

Suzanne informed the committee that an email announcing the creation of the CLASS safety committee was sent to the chairs of CLASS departments

It was agreed that the email should be resend via the administrative assistants to all of the faculty and staff of CLASS since not everyone received a copy through the chairs.

Suzanne mentioned that Micki Panttaja had agreed to help with the website but hasn't received access to the CLASS site yet. Developing the initial website will be a project that will probably continue through the summer under the guidance of Suzanne.

The committee discussed the basic structure of the proposed Safety Committee website based on the hand-out provided by Suzanne and discussed a number of changes. The safety committee has supervisory function for the site, but the technical issues will be handled via the college's webmaster. Below is a list of some of the main points of the discussion (not necessarily in the order in which it was discussed):

- The committee felt that departmental contacts should be added to the START page
- Each page should include a BACK button to make navigation of the site easier
- The role of anonymity in the SAFETY CONCERN FORM was discussed at length. The committee felt that it was important to allow anonymous reporting of safety issues. The SCF should be the top bullet after the CLASS Safety committee link on the START page.
- It was noted that immediate safety concerns should NOT be submitted via the SCF but directly to a supervisor or the committee. The committee felt that it was important to make this explicit to avoid important messages to get lost for a while without response. Feedback should also be given upon submission of the form.
- The committee felt that the links to the emergency response plans of the individual departments and a link to the accident report should be included on the START page
- On the CLASS SAFETY COMMITTEE page all of the names should be initially listed together with the respective email addresses. Following this, the page should contain links to the policy statement, the committee's scope and objectives, and a chronological

list of the meeting minutes (organized by year that then either expands or links to the list of all of the meetings for that particular year)

- The EMERGENCY RESPONSE PLAN page should include links to all of the units and pdf-files of their individual plans as approved through the Dean's office.
- The ACCIDENT REPORTS section of the site should order the links by importance ("At-A-Glance" above "Section 35.71").
- The committee felt that it would be helpful to list common safety violations within CLASS under the heading of SAFETY INSPECTIONS. These should consist of links that lead to additional information (e.g., a flyer on how to use extension cords).

Meeting dates for the final two meetings during the Spring semester 2009 were set for Friday 5/1 and 5/8 of 2009 at 9:30 am at the same location (Phinney 102).

Respectfully submitted by Steffen Werner

**College of Letters, Arts and Social Sciences
Safety Committee**

MINUTES

Friday, May 1, 2009

9:30 to 10:30

Archie Phinney Hall Room 102

Committee members attending:

Suzanne Aaron, Chair
Douglas Adams
Denise Bennett
Jean McIntire
Justin Walsh
Steffen Werner
Kevin Woelfel

Guests attending:

Nancy Spink, Risk Management Officer
Ryan Bertalotto, Emergency & Security Services Officer

Minutes were approved from the April 17 meeting.

Nancy Spink introduced Ryan Bertalotto who was invited to give the active shooter presentation; the shooter presentation represents the “far end” of the threat continuum.

- Nancy’s office is creating a threat assessment team using a multi department committee
- Student safety issues go through student affairs
- Co-workers safety issues go through their supervisors & H.R.

- Ryan passed out Active Shooter Scenario table top exercise pamphlet
- “Lockdown” was discussed
- The emergency notification system was discussed

Ryan summarized the presentation:

- Urges everyone to explore the emergency plans on the UI website
- 208-885-1010 number has recorded message activated during emergencies
- Other numbers are listed on the website
- Department presentations are available

Meeting was adjourned.

Minutes recorded by Kevin Woelfel.

**College of Letters, Arts and Social Sciences
Safety Committee**

MINUTES

Friday, May 8, 2009

9:30 to 10:30

Archie Phinney Hall Room 102

Committee members present:

Suzanne Aaron, Chair
Douglas Adams
Jean McIntire
Justin Walsh
Steffen Werner
Kevin Woelfel

Not present:

Denise Bennett

1. The minutes from the May 1 meeting were approved.
2. The committee discussed the active shooter presentation from last week. The presentation contained useful, relevant information and it, or some version of it, should be shown to CLASS departments, possibly at departmental faculty meetings where faculty could discuss the issues unique to their teaching environments. Perhaps two versions should be created, one for students and another for faculty. Anyone who teaches should have training on active shooter situations.

After further discussion, the committee concluded that training that covered all known types of emergency situations an instructor could encounter in a classroom should be developed. These situations would include an active shooter, medical emergencies (e.g., seizures, accidents, fainting, death), environmental emergencies (e.g., fire, building system failures), and behavioral emergencies (e.g., alcohol/drugs, mental illness, aggression). The purpose of the training should be to raise awareness of the different types of emergencies an instructor could encounter in the classroom and strategies to handle them. Training should be brief (preferably one hour so departments could cover it in a regular faculty meeting), relevant, and easy to participate in. Woelfel emphasized the importance of hands on demonstrations, for example the actual use of a fire extinguisher to put out a small, controlled fire, for emergency preparedness. Faculty would be advised of additional resources on all these topics for more in-depth training. Anyone who teaches should receive this training; this includes teaching assistants, adjunct faculty/temporary lecturers, and regular faculty.

Woelfel asked about personal liability of faculty in emergency scenarios. Aaron will follow up on this question and re-send Nancy Spink's earlier email on liability with accidents to committee members.

Aaron offered to draft a memo to EHS and Risk Management with the faculty training suggestion. She will forward it to committee members for review.

3. The committee then discussed the top four priorities identified earlier: emergency response plans, common problems from safety inspections in CLASS, concern forms, and accident forms.

Aaron showed members copies of some emergency response plans submitted to the dean's office earlier. She will ask department chairs to update the plans over the summer. Woelfel questioned whether home phone numbers had to be posted publically. Aaron asked Nancy Spink this question later on Friday and will forward the response to committee members as soon as it is received.

Common problems from inspections and concern forms were discussed in a previous meeting and will be put on the website. In the fall, when faculty return, these will be publicized.

Aaron distributed accident report forms and policy and procedure statements. These will also be placed on the website, with no modifications, and publicized in the fall.

Aaron will work on the safety website over the summer. Committee members will review it before it is made public.

The committee briefly discussed the second priority, which is to inventory potentially hazardous things and activities in CLASS. This would include chemicals, table saws, compressed gases, cat walks, prolonged exposure to loud noise, heavy lifting, some activities involved with archaeological digs, etc. This will be done in the next academic year. Once this information is gathered, the next step is to prepare a safety plan for the hazardous things and activities.

The meeting was adjourned at 10:30.

Respectfully submitted by Suzanne Aaron.