

The meeting was called to order by Suzanne Aaron, chair for the 2008-2009 academic year, in the History Conference Room (Ad 330). Present: Aaron, Adams, Bennett, McIntire, Werner, Woelfel. Absent: Walsh.

The secretary began the first meeting of the year, as he had begun the first meeting last year, with a litany of frustrations concerning safety on the Moscow campus of the University of Idaho. Particularly galling to him were the obvious safety issues (sharp-edged junction boxes at eye-level in the halls, condemned stairs, windows that fell out in Brink for instance) that never seemed to receive any resolution. He was marginally reassured by the hope expressed by the chair that, as this committee matured to its task, it would be able to effect a greater rapidity of response to safety concerns.

Ms. Aaron reminded the committee that the minutes of our May 8th meeting last spring had been approved by e-mail.

Denise Bennett graciously agreed to be chair for the 2009-2010 academic year. Her acceptance of this august position was greeted with much unfeigned enthusiasm. Ms. Aaron agreed to continue to chair this meeting.

The committee agreed that 9:30-10:30 a.m. on Fridays would meet the exigencies of everyone's schedule. Hope was expressed that the "small stuff" might be handled by e-mail rather than a face-to-face meeting.

Committee members spent the bulk of their time together reviewing the Safety Program Assessment check list that had been given to the colleges at the end of August with a due date to the provost in November. Ms. Aaron had tentatively filled it out. Areas on the check list that the committee will focus on before the list's next yearly iteration is received are (1) the creation of emergency response plans by all departments and (2) the compilation of job hazards and common safety problems (on the basis of hopefully short initial questionnaires that will be given out to all department heads in CLASS). The short initial questionnaires for the latter compilation will be followed up, as needed, by other questionnaires concerning specific areas of safety concern (labs, field trips, etc.) that are identified in the first questionnaire.

Ms. Aaron distributed another CLASS safety web page plan that was revised based on the discussion last spring. She will work with Micki Panttaja to get it online.

Ms. Aaron announced she met last week with Ryan Bertalotto and George Porter about the proposed safety training for faculty (May 18, 2009 memorandum). EHS is in the process of dramatically revising safety training, and they thought that many of our concerns would be met with the new modules.

Respectfully submitted, Douglas Q. Adams

College of Letters, Arts and Social Sciences
Safety Committee Meeting #2, 2009-2010
November 13th, 2009

The meeting was called to order by Denise Bennett, chair for the 2009-2010 academic year, in the JAMM Conference Room (Admin. Room 342).

Present: Aaron, Adams, Bennett, McIntire, Walsh, Werner, & Woelfel.

The meeting began with a review of the minutes from the October 19, 2009 meeting and the only change required was the spelling of Steffen Werner's name. The minutes were approved at 9:32 a.m.

The committee discussed in detail the Hazard Assessment document. Justin Walsh recommended that radioactive material be a separate category on this document. Kevin Woelfel brought up space heaters and questioned how specific we need to be on this document. Suzanne Aaron suggested that we keep it as simple as possible so if a department or unit checks yes we can simply investigate it further. Our purpose here is to find out what potential safety concerns each department has and then investigate more to develop a hazard work plan to prevent injuries. Things like space heaters and power strips go beyond the purpose of this document. Doug Adams pointed out items, such as space heaters and power strips are regularly checked by inspectors, but inspectors may not understand things like fieldwork so this document is really to widen our information gathering as a committee. Steffen suggested an addition of "Biohazard" to the list. The committee agreed. There was some discussion as to how to properly define "cutting devices" and the committee decided that this would be beyond standard office use so if a department uses scissors they won't check yes on the list. There was also discussion on how to define "confined spaces". Later that afternoon on November 13th Suzanne Aaron sent an email to the committee with a definition from EHS on confined spaces. *"A confined space is any space that is large enough for an employee to enter, has restricted means of entry and egress, and is not designed for continuous human occupancy. Examples of confined spaces include, but are not limited to, tanks, boilers, utility vaults and tunnels, silos, large duct-work, and pits. Permit-required confined spaces are confined spaces that have potentially hazardous atmospheres or other serious hazards. Supervisors are responsible for ensuring that written procedures are in place and that the employees they supervise are adequately trained and equipped before they are allowed to enter and work in permit-required confined spaces."* In this email Suzanne suggested this wording for our document: *"Work in confined spaces (large enough to enter, restricted entry/egress, not designed for continuous human occupancy)."*

Kevin Woelfel suggested that the title of the form be changed to "Hazard & Safety Assessment Questionnaire" and that an additional line be added at the bottom so department chairs can address "Immediate Safety Concerns". The committee agreed on this addition. Denise Bennett will make changes to the document and send it to Dean Aiken and cc Suzanne Aaron for approval and ask Dean Aiken to distribute it to chairs in the college.

There was some discussion of the Emergency Response Plan for chairs and when might be an appropriate time to send this document out. Kevin suggested giving chairs everything at once. Doug advised that they would need reminders. Justin & Doug asked how often these forms will be updated (annually or every three to five years.) Doug mentions that it shouldn't have to be redone very often, just if there is a change of personnel and a follow up every year or so for updates should suffice.

The meeting concluded with website updates from Suzanne. The committee agreed to look over the website together as a group at our next meeting on December 11th in the JAMM conference room (Admin. 342) at 9:30 a.m. Jean McIntyre has to leave the next meeting early so it will be Justin Walsh's turn to take minutes.

Respectfully Submitted,

Denise Bennett

Class Safety Committee Meeting 12/11/09

All In attendance: Suzanne Aaron, Douglas Adams, Denise Bennett, Jean McIntire, Justin Walsh, Steffen Werner, Kevin Woelfel

Minutes from the previous meeting approved.

Departmental hazard identification worksheet needs bio hazards & sharps category, minor formatting changes. Otherwise approved.

Safety coordinator vs. evacuation coordinator, one person for each building?

Concerning language about building evacuation: How do you know who was in the building?

You don't know that part has been removed from the document. The first page will be reformatted to make it easy to read.

First page of the departmental safety packet is summary of what needs to be completed.

Suggested packet be sent to the unit heads first week of January and returned by the end of January.

The committee feels that in the event of a cyber attack the department head won't be held accountable for not having departmental data readily available (Kevin will not be sued if there is a cyber attack).

Concern about a roster list of faculty why is it there? Template revised to reflect reality.

Snow removal summary:

Tight budget, there will be issues on hard surfaces, students remove cars, notifications during snow emergency, traction devices problems inside the door.

Priority pathways and finishing chart for snow removal. Locations where sand is available, Send grounds the suggestion.

Identify problem spots in winter and fix in summer

Denise Bennett will draft a letter to facilities regarding our suggestions.

Issues with new CLASS safety website:

George Porter had problem with website on space heaters, remove part about space heaters, remove picture of heater. Be silent on the issue.

We are not responsible for energy concerns

Different pages or expanding pages to keep pages short

Replace picture of candles from website

Changes to list of committee members: Justin P. Walsh, Suzanne is not chair anymore, Chair listed on top

Replace image of concerned woman

Finish safety coordinator sheet after unit heads report back.

Links to info on safety inspections

Another location for electrical dos and don'ts

Next meeting will be on the 29th

Meeting adjourned at 10:22.

Minutes respectively submitted by Justin Walsh

CLASS Safety Committee Minutes 1/29/10

Members Present: Suzanne Aaron, Douglas Adams, Denise Bennett, Justin Walsh, Steffen Werner, Jean McIntire & Kevin Woelfel

Meeting called to order at 9:35 a.m.

Minutes from 12/11/09 meeting approved.

Steffen sent a test form on the website and did not get a confirmation email but Suzanne said there is a "thank you" for submitting message on the screen. Text box on the site is too small. Suzanne will talk to Micki (the web coordinator) about it. Steffen mentioned a couple of inconsistent linking styles – things that are underlined that you think you can click on, some things in gold/underlined – needs to be more consistent for linking; either underline things or put them in bold (i.e. just get rid of all the underlined stuff that is not a link). Justin recommends looking at the site with different browsers (i.e. Safari, Firefox, Internet Explorer etc.) Steffen mentions we should combine the "Electrical Dos and Don'ts" into one PDF or group them better. Suzanne again will work with Micki to adjust the site further.

Not every dept needs a safety coordinator (our committee) but they do need an evacuation coordinator. Suzanne mentioned that George Porter really liked our website and Pat Gillham will present it as a model at their next safety meeting.

Suzanne mentioned NET LEARNING on the UI website: there are some fees, there will be department gatekeepers, each department will pay for it, it is not required by the University. There won't be announcements for awhile because some of the classes are not available yet. Suzanne is waiting for department heads to respond with gatekeepers for this.

PROBLEMS WITH THE "ROLE OF THE UNIT ADMINISTRATOR" in Emergency Preparedness Plan: (as our committee sees it)

Kevin mentions an instance where fire alarm in their building went off and people didn't evacuate and the fire marshall was very upset – something should be stated about state law in regard to evacuating buildings –

- 1.) If there is a serious event going back for the list is not logical
- 2.) The list would be long and constantly needing updating (easy for it to be out of date – so many people, faculty, part-timers, staff, TAs etc.)
- 3.) Schedules of these people are all over the place – faculty don't teach in one building they are all over campus
- 4.) Is the purpose of this legal?
- 5.) It is not practical for faculty – it might be for ITS where they are in a desk from 8-5. Too hard to keep track of people.
- 6.) Ease up the language in it so it is more practical, take into account people might be in the library etc.

- 7.) Is the coordinator supposed to go to every room in a building – And if an alarm goes off the coordinator should leave the building – we are not qualified that is the responsibility of first responders not us and it is not good policy.
- 8.) Does this have anything to do with classrooms or is it just offices – does this include labs?
- 9.) It could be that the coordinator is not even there.
- 10.) If you want us to take it seriously and comply the language in this has to be more practical.
- 11.) What about students and how we deal with them in classrooms?
What about our obligation to the students? (language like when feasible...)
- 12.) There's just no way to keep track of everyone.
- 13.) Doesn't say much about handicapped – i.e. Jean mentions Phinney hallways are too small to turn a wheel chair around in. Justin mentions the Hartung theater as being difficult to maneuver in.
- 14.) Doesn't it put a lot of liability on the unit administrator?

Kevin mentions Idaho's Humanitarian law and this is like a waste of time because as citizens of this state are bound to provide help in an emergency.

Steffen suggests that this needs to be more of a suggestion rather than a strict policy

Dean Aiken was waiting to send to department chairs so they complete it by Spring Break so we can get answers from Ryan and update our form.

Justin wants to know what happens with the budget for snow removal when there is no snow – can that money be used on updates/repairs?

Dean Aiken should hold off on sending to chairs before we get clarifying language

Denise will email committee concerns (above) to Ryan Bertalotto and get their response to our questions. Once we get clarification we can adjust our document, have the dean send it out and once we get the data back from department chairs we can meet again – until then the committee will communicate via email.

Suzanne will work on website with Micki and the committee approves that the website be announced to the college by Dean Aiken.

Give committee at least two weeks notice before our next meeting.

Meeting adjourns 10:17.

Respectfully submitted.

Denise Bennett

CLASS Safety Committee Minutes 4/9/10

Members Present: Suzanne Aaron, Douglas Adams, Denise Bennett, Justin Walsh, Steffen Werner & Jean McIntire

Member Absent: Kevin Woelfel

Meeting called to order at 9:30 a.m.

Minutes from the last meeting were approved via email previously.

The committee spent the majority of this meeting discussing revisions to the Emergency Preparedness Plan Template document. The committee agreed that this type of document only works if people actually read it. Suzanne volunteered to make a revision to the template (page 3, discussion of responsibilities of the Unit Administrator: eliminate the bullet point about taking the roster to the evacuation point, add “attempt to” to the second bullet, and changing “faculty and staff” to “employee” and striking “(if known)” in the third bullet.. Suzanne will also create a draft one to two page synthesis of this document for committee approval and this will be attached to the template for user ease. She will also attach the bomb threat checklist to the document. Once this plan and the hazard checklist is sent to departments the committee can begin work on assessing the collected data next year.

The committee also reviewed the Emergency Management Cycle flyer from the Provost’s Council. The committee agrees that the formatting/style of this document could be improved. Having the word “cycle” and then using a circle in the background of the document is confusing. On the “If You See Something, Say Something” flyer the box with Risk Management’s phone number needs to be removed and added to the When to Report section above it as follows: *Report immediately – timely reporting can prevent or mitigate further incidents. When in doubt, please report it – feel free to call **Risk Management at (208) 301-8484 to discuss. If you see something say something. (Risk Management has a 24-hour on call emergency/security cell phone and they can make contacts to relay information and provide needed resources).***

At the bottom of the “If You See Something, Say Something” document the Police boxes should be bigger and each phone # (911 and the Moscow Police) should be in large font. The committee is unclear on when anyone would call risk management and the document does not clarify the difference. We thought of several instances where we would call the police or call facilities but very few could think of instances to call risk management so this needs to be clarified.

Three committee members’ terms end this academic year. Denise Bennett, Douglas Adams, and Steffen Werner will need to be replaced. Suzanne asked each member for recommendations from their department for replacements and will pass that information along to Dean Aiken. The remaining committee members, Justin Walsh, Jean McIntire, Suzanne Aaron and Kevin Woelfel will have to vote for a new chair and this will happen via email if possible because of Kevin’s absence from the meeting.

This is the last meeting of this academic year. The meeting adjourned at 10:40 a.m.

Respectfully Submitted,

Denise Bennett