

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Tuesday, February 21, 2012
3:30 to 4:35 p.m.
Administration Building room 207

Present:

Suzanne Aaron, Benjamin Barton, Debra Feiger, Ann Hoste, Daniel Orozco, Lee Sappington,
Mark Secrist (chair)

Not present:

none

Guests:

none

The meeting was called to order at 3:30 p.m.

1. This was the first meeting of academic year 2011-12; the committee did not meet in fall semester. Three new members joined the committee this year: Debra Feiger of Music, Lee Sappington of Sociology and Anthropology, and Mark Secrist of Journalism and Mass Media. Secrist replaced Kenton Bird, who resigned the committee due to responsibilities with Faculty Senate. Bird had been selected to be chair for 2011-12, and Secrist agreed to perform in this role since the other returning members were not able to make that commitment. Members introduced themselves and discussed their experience with safety issues.
2. Aaron, committee secretary and permanent ex-officio member, explained the role and responsibilities of the committee, how members are selected, and what resources are available. Members were given a written orientation in October 2011, and at that time those who had not already done so were asked to review the CLASS safety website, read "Building a Unit Safety Program," review the checklist "Unit Safety Program Assessment" completed for our college, look at the questionnaire sent to CLASS departments last year, and complete three online safety training courses ("Safety Matters," "Slips, Trips & Falls," and "Back Injury Prevention").
3. Members discussed some possible topics for future meetings, including the checklist, following up on the safety questionnaires completed by CLASS units, the November 2011 external review board report (in particular, the part about Vandal Care), asbestos, and increasing CLASS faculty and staff awareness of our committee.
4. Committee members agreed to meet on Tuesdays from 3:30 p.m. to 4:30 p.m. as needed. The next meeting will be on Tuesday, March 6, 2012, at 3:30 p.m. in Admin Building room 207. The agenda will primarily be to determine the focus for the remainder of the semester.

The meeting adjourned at 4:35 p.m.

Minutes submitted by committee secretary Suzanne Aaron.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Tuesday, March 7, 2012
3:33 to 4:27 p.m.
Administration Building room 207

Present:

Benjamin Barton, Debra Feiger, Ann Hoste, Daniel Orozco, Lee Sappington,
Mark Secrist (chair)

Not present:

Suzanne Aaron

Guests:

none

The meeting was called to order at 3:33 p.m.

Minutes of the February 21 Safety Cmte meeting were approved.

Secrist began by asking what we as committee can *get done* in the six or so meetings left in the Spring semester. He referenced the Porter letter of Dec 22 as a possible guide. Barton, I believe, referenced the External Review Panel report of Nov 18 to President Nellis. Hoste referenced the Woelfel letter (date?) to Dean Aiken—recommendations from the Safety Cmte from 2011-12. Feiger, not to be outdone, referenced the Feb 21 Cmte minutes wherein we discussed possible issues for cmte action. We settled on this last document, narrowing our focus on the Unit Safety Program Checklist, and zooming in on “Element 4: Safety Training.” As Aaron is the vital institutional memory for all elements of safety assessment, we kind of stumbled along without her, but eventually settled on three tasks to be completed by the next Safety Cmte meeting:

1. Feiger will research and determine precisely how viewing of the *Safety Matters* video is verified as having been viewed by unit personnel—electronic verification at end of video? human verification by unit “Gatekeeper”? (This addresses “Element 4,” #2).
2. Barton will compile the safety questionnaires submitted by all CLASS units to determine unit specific safety needs that will then have to be addressed (“Element 4,” #3 and #6).
3. All members of the cmte will access the NetLearning@uidaho site and browse/peruse as a kind of primer on safety training profiles, none of us having any idea of precisely what “safety training profiles” means. (See above re absence of vital institutional memory, etc.)

The next meeting was scheduled for Tuesday, March 20, 2012, at 3:30 p.m., in Admin 207.

The meeting adjourned at 4:27 p.m.

Minutes resp. submitted by Daniel Orozco.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Tuesday, March 20, 2012
3:38 to 4:35 p.m.
Administration Building room 207

Present:

Suzanne Aaron, Debra Feiger, Ann Hoste, Daniel Orozco, Lee Sappington,
Mark Secrist (chair)

Not present:

Benjamin Barton

Guests:

none

The meeting was called to order at 3:38 p.m.

1. The minutes of the March 7, 2012 meeting were approved.
2. Members discussed the shortcomings of the NetLearning system, which houses the safety training. It is difficult to navigate, discourages employees from looking for and finding courses that might be of use to them, and is complicated to manage (from the “gatekeeper” perspective). Members concluded that, although this is a valid problem, efforts would best be taken to see if the courses were now accessible to Mac users and if the ending of “Safety Matters” had been corrected (a conclusion slide instead of the perpetual UI Fight Song). If so, then the committee will proceed with a recommendation to the dean of CLASS that all CLASS employees be required to watch “Safety Matters” and that chairs be instructed to determine if employees in their units would either be required or recommended to watch “Slips, Trips & Falls” and “Back Injury Prevention.” ***Aaron and Orozco volunteered to test the system on their Macs.***
3. Members also discussed the responses from the safety questionnaires from December 2010. This questionnaire is the first step in responding to many of the items on the Unit Safety Program checklist. Since considerable time has passed since these were done, members recommended that responses from chairs be confirmed first, and chairs should provide specific information for any YES responses, using George Porter’s December 20, 2010 email as a guide. ***Aaron will draft correspondence for committee review.***

The next meeting will be Tuesday, April 3, 2012 in Admin 207.

The meeting adjourned at 4:35 p.m.

Minutes submitted by committee secretary Suzanne Aaron.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Tuesday, April 3, 2012
3:36 to 4:35 p.m.
Administration Building room 207

Present:

Suzanne Aaron, Benjamin Barton, Debra Feiger, Daniel Orozco, Lee Sappington

Not present:

Ann Hoste, Mark Secrist (chair)

Guests:

none

The meeting was called to order at 3:36 p.m.

1. The minutes of the March 20, 2012 meeting were approved with one edit (change "Mac's" to "Macs").
2. Committee members decided to recommend assigning the safety training courses, regardless of the problem with Macs. Employees who use Macs could either wait until the problem is corrected or use a PC in their department. After Environmental Health and Safety inserts an ending to the "Safety Matters" course, the committee will recommend to the dean of CLASS that all CLASS employees be required to watch "Safety Matters" and that chairs be instructed to determine if employees in their units would either be required or recommended to watch "Slips, Trips & Falls" and "Back Injury Prevention."
3. Members then edited the safety questionnaire follow-up documents: the memorandum from the dean to chairs, and forms with instructions for each hazard. Aaron will present the final versions to the dean. The committee recommended that chairs complete the assignment by April 30, 2012.

The next meeting will be Tuesday, April 17, 2012 in Admin 207.

The meeting adjourned at 4:35 p.m.

Minutes submitted by committee secretary Suzanne Aaron.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Tuesday, April 17, 2012
3:40 to 4:00 p.m.
Administration Building room 207

Present:

Suzanne Aaron, Lee Sappington, Mark Secrist (chair)

Not present:

Benjamin Barton, Debra Feiger, Ann Hoste, Daniel Orozco

Guests:

none

The meeting began at 3:40 p.m.

1. Aaron will ask for a vote to approve the April 3 minutes via email since only three members were present. *(This was done, and all approved.)*
2. The members decided not to proceed with the recommendation to the dean about the safety videos, for two reasons: this is a very busy period in the semester for faculty, and fall semester would be better because all the new faculty would be included. Aaron noted that Environmental Health and Safety added a conclusion slide to "Safety Matters" and that it now works with Macs.
3. We will not have a meeting on May 1. The meeting today will be the final one for academic year 2011-12.
4. We will ask Rob Miller of EHS to give his asbestos awareness presentation to the committee in fall semester 2012.
5. Aaron will work on questionnaire responses over the summer.
6. Secrist agreed to continue his role as chair in AY 2012-13. Members will be asked to respond to this by email. *(This was done, and all approved.)*
7. Aaron announced that Walter Hesford of English will join the committee for fall semester 2012 while Daniel Orozco is on sabbatical.

The meeting adjourned at 4:00 p.m.

Minutes submitted by committee secretary Suzanne Aaron. (Approved by committee via email.)