

University Safety and Loss Control Committee

Meeting Minutes

Meeting #2011-2012 - 1

Date: September 7, 2011

Location: Idaho Commons - Horizon Room

Members/Alternates Present: Alistair Smith, David Campbell, Mychal Coleman, Jakob Magolan, Mark Miller, Toru Ottawa, Jeffrey Seegmiller, Nancy Spink, Mark LaBolle (for Brian Johnson), Eric Stuen, Fred Hutchison, Kelvin Daniels

Members Absent: Bob Mahler, Jean Mattimoe, Richard Wall, Ray Gasser, Melissa DiNoto, Zach Goytowski

Guests: None

HANDOUTS: #1 USP2011- Unit Assessment Summary
#2 USP2011- Unit Assessment Elements

Meeting called to order at 3:00 p.m. by committee chair, Alistair Smith.

Alistair Smith opened the meeting with a brief discussion on the recent off-campus shooting. It was clarified that President Nellis' reference to an "Independent Safety Committee" was not a reference to the University Safety and Loss Control Committee. Alistair stated he will consult with the Faculty Council to determine the involvement of the University Safety and Loss Control Committee in the Independent Safety Committee review.

Confirm date, time, and location for the next meeting:

Wednesday, October 5 - 3:00-4:00 p.m., Horizon Room, Idaho Commons

New Business

- 1) **Approval of minutes from May 6th meeting:** A motion was made by Jeffrey Seegmiller and seconded by Mark Miller, that the minutes from the prior meeting be approved, the motion passed.
- 2) **Review of updated Unit Safety Program Assessment:** Fred Hutchison reviewed the Unit Safety Committee, annual assessment handouts. Fred noted the safety training,

element #4, was low and should be improved. Questions about the process of assessment and the lack of response from the College of Science were brought up. Fred explained that the process reviewed the amount of completion of the unit safety program by the units and the results, though lower than the previous year, were probably due to a better understanding of the assessment process. The College of Science was not represented because they choose not to send back results. Jakob Magolan will look into getting results turned in this year.

Discussion followed on how to improve training: expanding the ways training can be delivered; getting college dean involvement; simplification of the NetLearning “log-in” process; reducing the number of portals to get to the NetLearning site and to find information on the safety committees; creating a standardized list of training for positions common to different units.

3. **Setting Goals for 2011-2012:**

Increase the participation in safety training and programs:

Spink - Technical aspects of training and the need to track standardized training. Must be supervisor directed to ensure appropriateness.

Miller - Help motivate supervisors to set up standard curriculums for employees, share between the units, and branch down for job specific. Find means to motivate supervisors to create templates.

Hutchison - Incentives might prompt people to not do the tasks unless they get something in return.

LaBolle - Set your top 5 biggest safety needs everyone must follow and be insistent. Discussed “Safety Pays” incentive program in Facilities, top safety proposal of the month gets a \$15 Sodexo card, the committee gets multiple submissions for each month.

Coleman - Change comes from three areas: The top administration, supervisor must insist upon it, and the process, policies, and procedures. The individual takes responsibility for themselves and their committees take it up to the University level.

Finding training for off-campus field classes:

Alistair spoke about the need for safety training for student doing class work in the field. The availability was discussed and the need for training specific to the students tasks.

4. **Introductions:** Kelvin Daniels was introduced as the new Occupational Safety Specialist

5. **UI Accident Report:** Accident reports will be available for subsequent meetings when the new Occupational Safety Specialist gets settled-in.

6. **Membership Issues:**

a. Change Student Health to Student Affairs. Miller will look at the many subdivisions under the Dean of Students and bring recommendations for changes to the committee.

b. Remove the MPD. MPD does not wish to be part of the committee, they will assist when needed. Will discuss at next meeting.

The meeting was adjourned at 4:00 p.m. Moved by Seegmiller, seconded by Miller.

Submitted by:

Kelvin Daniels, Occupational Safety Specialist, secretary.