

## University Safety and Loss Control Committee

### Meeting Minutes

### Meeting #2011-2012 -3

Date: November 4, 2011

Location: Idaho Commons - Horizon Room

Members/Alternates Present: Alistair Smith, David Campbell, Jean Mattimoe, Ray Gasser, Toru Otawa, Jeffrey Seegmiller, Nancy Spink, , Shawn Lindsey (for Brian Johnson), Eric Stuen, Richard Wall, Fred Hutchison, Kelvin Daniels

Members Absent: Jakob Magolan, Bob Mahler, Mark Miller, Melissa DiNoto, Zach Goytowski, Mychal Coleman

Guests: Ron Smith

HANDOUTS: #1 Financial Support for Safety draft  
#2 Accident report summary

Meeting called to order at 10:00 a.m. by committee chair, Alistair Smith.

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

Friday December 2<sup>nd</sup>, 10:00 – 11:00 am, Horizon Room, Idaho Commons

### Old Business

**1) Approval of minutes from September 7, 2011 meeting:**

A motion was made by Richard Wall, and seconded by Shawn Lindsey, that the minutes from the prior meeting be approved. The motion passed.

**2) Unit Safety Committee Reports:**

- a. CNR has received direction from the Dean for all faculty members to take the Safety Matters course.
- b. Housing will be working on replacing the Wallace Complex interior stair handrails during the break.
- c. Facilities is continuing with the “safety pays” program and addressing issues as they arise.
- d. College of Engineering is planning to do walk-throughs and would like to locate all the fire extinguishers. They would also like to arrange fire extinguisher safety training.

- e. A & A has noted a reduction in discrepancies during inspections.
  - f. Law has not met and would like to determine the location of the fire extinguishers in their buildings.
  - g. ASUI is looking into getting cups with safety slogans and information cards for distribution. The unit committee has concerns with the crossings on 6<sup>th</sup> street. After discussing the issue, the USLC committee agreed to invite speakers on the subject for the December meeting.
  - h. College of Business is working on getting the members through Safety Matters and the Unit Safety Orientation.
  - i. College of Education is developing and assessing their response plans. Supervisors will develop training assessments and documentation.
- 3) Safety in the field/Off-Campus Activities:**
- a. Colleges should develop the minimum required training needed to be taken by all faculty, staff and students before field/off-campus activities.
  - b. Instructors and faculty should predetermine the safety training that is specific to the activity and/or class. This can be facilitated with guidelines set up in the Planning and Preparation for Off-Campus Activities and doing a Job Hazard Analysis.
- 4) Financial Support for Safety:**
- a. Fred Hutchison presented the Financial Support for Safety draft (handout #1) for review. The committee suggested the due date be changed to the beginning of 2012. The committee would like to see examples of funding requests and award amounts from the last funding.
- 5) UI Accident Reports:**
- a. Recent reports were review and discussed. Two accidents were discussed for the period of October 7<sup>th</sup> through November 5<sup>th</sup>. Auxiliary Services had a “Trip and fall” for an estimated \$5,000 and Facilities had a “Struck by” for \$115. The “Struck by” brought attention to a hazard that could have resulted in a major accident. The hazard was engineered out to create a safer work process.
  - b. Last year there were 100 claims resulting in \$225,699 through November. This year’s claims to date were 81 resulting in an estimated \$220,714.

The meeting was adjourned at 11:05 a.m. moved by Jeffrey Seegmiller, seconded by Eric Stuen.  
Submitted by:

Kelvin Daniels, Occupational Safety Specialist, secretary.