# Workplace Safety Committee Monthly Minutes

**Meeting:** June 2015  
**Date:** 6/29/15  
**Time:** 11:00  
**Location:** Public Safety Conference Room

## Attendance:
- ☐ Mark Carmody  
- ☑ Donald Bergmann  
- ☐ Clay Nottelmann  
- ☑ Michelle Boughton  
- ☑ Jim Gaffney  
- ☑ Mike Baltrusaitis (Advisor)  
- ☑ Ann Barnoski  
- ☑ Sam Alba  
- ☑ Bill Hurst  
- ☑ Renee Giovagnoli  
- ☑ Cathy Schneider  
- ☑ Michael Havel (MEMIC)  
- ☑ Peter Sakowski  
- ☐ Hugh Sentivan  
- ☐ Brian Griguts  
- ☑ Mary Ellen Pichiarello  
- ☐ Ray Gaylets  
- ☑ Mike Baltrusaitis (Advisor)  
- ☑ Michael Havel (MEMIC)  
- ☑ Megan Davitt

## I. Call to Order

## II. Quorum Count/Roll Call

Quorum met

## III. Review/Approval of Minutes

Approved

## IV. Standing Items

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Discussion</th>
<th>Presenter</th>
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</thead>
</table>
| 1.  | Fire Safety                        | **Assembly Occupancy** - Campus-wide policy submitted to Administration. Still pending approval.  
**CO Alarms** - No update, remains in progress. | Mike        |
| 2.  | Science Incident Reporting         | Still pending. Will be discussed at the next Dean’s Conference.            | Renee       |
| 3.  | Exposure Control Plan, HBV         | Campus-wide policy submitted to Administration. Still pending approval.  
Discussion on Grounds Crew removing needles. All personnel have received training and have access to sharps containers. Cocciardi will develop specific SOP per plan. | Mike        |
| 4.  | Spring/Summer Projects             | Project status provided, ongoing.  
RE: Z Brick project, discussion on the safety fence for contractor work and raised blue stone outside of St. Thomas upper Commons entrance. Jim suggested informing Mark Carmody to discuss with contractor on repairing. | Mike, Jim   |
| 5.  | Emergency Exit DeNaples North      | No update                                                                 |             |
6. AED Program
AED Program implemented by University Police. Facilities will inspect the CRC unit. Training scheduled for CTLE and Library. Mike will reach out to various departments to identify any interest in purchasing additional units.

7. New OSHA Reporting Requirements
SOP developed and implemented for HR reporting of certain injuries to OSHA. ITEM CLOSED.

V. New Business

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<tbody>
<tr>
<td>1</td>
<td>First Aid/CPR/AED</td>
<td>Campus wide training to be advertised. Dates during Fall Break (October) and January break. Jennifer Pennington volunteered to market the class.</td>
<td>Mike/Pete</td>
</tr>
<tr>
<td>2</td>
<td>Lead Paint Survey</td>
<td>Lead paint survey in progress.</td>
<td>Mike</td>
</tr>
<tr>
<td>3</td>
<td>Lift training</td>
<td>Training provided for Facilities on aerial lift. Jim will send Mike the training documentation.</td>
<td>Jim</td>
</tr>
<tr>
<td>4</td>
<td>Arc Flash Study</td>
<td>Firm hired to perform Arc Flash Study, started this month and expected to continue through the summer.</td>
<td>Jim</td>
</tr>
<tr>
<td>5</td>
<td>Roof Access Hatch in Long Center</td>
<td>Pete reported concerns on the roof access hatch and ladder. Mike will review.</td>
<td>Pete</td>
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VI. Accident Review
1. Maintenance employee cut finger on branch while removing holly bush.

VII. Adjourn