

**January Safety Committee Meeting Minutes**  
**Thursday, January 26, 2023**

**Last Meetings Attendees:** Mary Fecko, David Hanson, Maureen Keefer, Tim Kirsch, Jamey Koss, Leo Laffey, Hannah Marsters, Laura Todd  
**Not Available:** Paul Badger, Daijah Darden, Kristina Mankey, Michael Schilinski

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed December 2022 incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>ISC employee fainted while standing, causing head injury.</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>None</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Employee was taken by ambulance to Sewickley Hospital for and exam. Employee to follow up with his PCP.</li> <li>None</li> </ul>
<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>February - Slips, Trips, and Falls/ Backpain</li> </ul>	<ul style="list-style-type: none"> <li>Committee agreed to use Slips, Trips and Falls pdf along with adding Mayo Clinic Back Pain at Work pdf.</li> <li>Jamey will have Colonial Central distribute at beginning of February.</li> </ul>
<b>Fire Alarm Report</b>	<p>Sgt. Laffey summarized December Fire Alarm incidents</p> <ul style="list-style-type: none"> <li>Total - 13 fire alarms <ul style="list-style-type: none"> <li>No Salem Hall steam related issues</li> <li>5 cooking related incidents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Follow up with Facilities to ensure stoves are being cleaned properly, along with drip pans and elements being replaced as needed. Also, to consider switch stoves to glass tops.</li> <li>A fire Safety tip, which included cooking/oven cleaning info was sent to resident students.</li> </ul>
<b>Safety Policy Review</b>	Safe handling of Peroxide Forming Chemicals	<ul style="list-style-type: none"> <li>No changes in the policy. Tim, Jamey, and Paul will conduct an audit of the labs to ensure procedures are being followed.</li> </ul>
<b>Expanded Topic</b>	<p>Ergonomics</p> <ul style="list-style-type: none"> <li>Mary shared a Mayo Clinic pdf on back pain. She discussed ergonomics and the factors that</li> </ul>	<ul style="list-style-type: none"> <li>Distribute Mayo Clinic pdf with the monthly safety tip</li> </ul>

	<p>contribute to back pain. She also discussed steps to prevent ergonomic injuries.</p> <ul style="list-style-type: none"> <li>• Jamey discussed the annual training being conducted to prevent back injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• Invite Island Sports Complex employees to participate in back injury prevention training</li> </ul>
<b>Other Items</b>	<p>Osha 300 Log</p> <ul style="list-style-type: none"> <li>• Tim discussed the Bureau of Labor and Statistics request to keep an Osha 300 log for 2022. HR records all incidents on the Osha 300 log.</li> </ul>	<ul style="list-style-type: none"> <li>• HR to share Osha 300 log with the Bureau of Labor and Statistics and post the Osha 300A for employees to review. Jamey will provide a summary of the Osha 300 Log at February Safety Committee meeting.</li> </ul>
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>• Minutes for December Approved</li> </ul>

**February Safety Committee Meeting Minutes**  
**Thursday, February 23, 2023**

**Last Meetings Attendees:** Daijah Darden, Mary Fecko, David Hanson, Tim Kirsch, Jamey Koss, Leo Laffey, Kristina Mankey, Michael Schilinski, Laura Todd

**Not Available:** Paul Badger, Maureen Keefer, Hannah Marsters

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed Annual Incidents from 2022</p> <ul style="list-style-type: none"> <li>• Reviewed total reported incidents (10), total OSHA recordables (3), total lost time incidents (1), injury types, and injuries by department. Graphs of data were prepared and shared.</li> <li>• Slips, trips &amp; falls was leading cause (5 incidents)</li> <li>• Dave provided follow-up on ISC employee incident from 2022 – no restrictions.</li> </ul> <p>Reviewed January 2023 incidents:</p> <ul style="list-style-type: none"> <li>• Employee Incidents               <ul style="list-style-type: none"> <li>• Employees’ vehicle was struck in parking lot by Student. Student had not cleaned snow off vehicle – limiting visibility.</li> <li>• Employee was adjusting office chair and shoulder popped out of place.</li> </ul> </li> <li>• Student Incidents               <ul style="list-style-type: none"> <li>• Slipped on stairs at Hale causing laceration to hand.</li> <li>• Student dislocated shoulder during club volleyball practice.</li> <li>• Student passed out during shower in Concord Hall 301.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>       <ul style="list-style-type: none"> <li>• None</li> <li>• Chair was inspected – no defects noted.</li> </ul>       <ul style="list-style-type: none"> <li>• Student went to Med Express for evaluation. Student Life will follow up with student. A larger walk off mat was placed at entrance to Hale.</li> <li>• Student received first aid at Student Recreation Center. Student Life to follow up with student.</li> <li>• Student went to Heritage Valley Health System for evaluation. Student Life will follow up with student.</li> </ul>

<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>• March- Incident Investigation and Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Committee agreed to use Incident Investigation and Reporting PDF created by Safety Services.</li> <li>• Safety Services to meet with Brand Department regarding campus distribution.</li> <li>• Safety Services will have Colonial Central distribute Safety Tip PDF at beginning of March.</li> </ul>
<b>Fire Alarm Report</b>	<p>Sgt. Laffey summarized December Fire Alarm incidents</p> <ul style="list-style-type: none"> <li>• Total - 14 fire alarms <ul style="list-style-type: none"> <li>• No Salem Hall steam related issues</li> <li>• 7 cooking related incidents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• None/Ongoing</li> </ul>
<b>Safety Policy Review</b>	<p>Safe handling of Peroxide Forming Chemicals (Cont.)</p> <ul style="list-style-type: none"> <li>• Paul Badger, Tim Kirsch, and Jamey Koss reviewed the Peroxide Forming Chemicals policy and made changes to Tables 2 and Table 3, extending the removal of inventory date from 1 year to 2 years. An audit (along with testing) of existing peroxide forming chemicals was conducted. All chemicals passed testing and legacy chemicals were scheduled for proper disposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Approved for Posting</li> </ul>
<b>Expanded Topic</b>	<p>East Palestine Ohio Train Derailment</p> <ul style="list-style-type: none"> <li>• Tim discussed the Universities monitoring of the train derailment in East Palestine Ohio. A two mile radius safety zone was established around the event site during initial days of incident and controlled burn of hazardous materials. The University is over 30 miles from event site. Information from Federal, State and Local Agencies have not reported any threat to the air quality in Allegheny County.</li> </ul>	<ul style="list-style-type: none"> <li>• University will continue to monitor government agency findings and reports.</li> </ul>

<b>Other Items</b>	Active Shooter Drills <ul style="list-style-type: none"> <li>• Tim updated committee on the Universities plans of conducting active shooter education.</li> </ul>	<ul style="list-style-type: none"> <li>• Daijah recommended adding other possible weapons (e.g., knife) that students may encounter, to the training.</li> <li>• Leo to share recommendation with RMU Chief of Police.</li> </ul>
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>• Minutes for January Approved</li> </ul>

**March Safety Committee Meeting Minutes**  
**Thursday, March 23, 2023**

**Last Meetings Attendees:** Daijah Darden, David Hanson, Maureen Keefer, Tim Kirsch, Jamey Koss, Leo Laffey, Kristina Mankey, Michael Schilinski, Laura Todd

**Not Available:** Paul Badger, Mary Fecko, Hannah Marsters

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed February 2023 incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>None</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>Slipped on step at Washington Hall stair tower D.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>None</li> <li>Student claimed he slipped due to wearing new shoes, which caused him to slip on steps. Student went to Med Express and was determined to have fracture in his foot. An inspection of the steps was conducted and no visual damage, defects or similar were identified. No further action required.</li> </ul>
<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>Last month's Safety Tip has not yet been distributed. Safety Services did meet with Branding Department, who wants to update or creating a new template for monthly safety tip.</li> <li>Safety Services introduced Hand Tools safety PDF. Committee members reviewed and made recommendation to use full words instead of acronyms and pointed out some grammatical errors on PDF.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services to follow up with Brand Dept. &amp; push to have completed for distribution.</li> <li>Safety Services to edit PDF based on committee recommendations. Committee agreed to use Hand Tools PDF for the April Safety Tip.</li> <li>Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip PDF for March and April once approved.</li> </ul>
<b>Fire Alarm Report</b>	Sgt Laffey unavailable for meeting. Will discuss February and March Fire Alarms at next meeting.	<ul style="list-style-type: none"> <li>None/Ongoing</li> </ul>

<b>Safety Policy Review</b>	<p>Undergraduate Laboratory Safety Instructions-</p> <ul style="list-style-type: none"> <li>• Tim commented on Personal Protective Equipment language and questions on hood usage.</li> </ul> <p>School of Engineering, Math, and Science Internship and Job Shadowing Policy</p> <ul style="list-style-type: none"> <li>• Question on wording and whether document is a waiver form or not.</li> </ul>	<ul style="list-style-type: none"> <li>• Tim and Jamey to meet with Paul and discuss policy changes brought up by committee members. And any updates from faculty.</li> <li>• Send document to legal and get their opinion whether document is a proper waiver form.</li> </ul>
<b>Expanded Topic</b>	<p>Dave and his team at the ISC completed a safety inspection of the sidewalks at the Island Sports Complex. Some potential Slip, Trip, and Fall hazards were identified.</p>	<ul style="list-style-type: none"> <li>• Repair work in progress.</li> </ul>
<b>Other Items</b>	<p>Safety Education</p> <ul style="list-style-type: none"> <li>• Committee updated on safety education training taking place in March. ES, Grounds, and Maintenance participated in classroom training for Bloodborne Pathogens and Hazardous Communication.</li> <li>• HR updated new employee orientation safety training.</li> </ul> <p>Hazard Surveillance Inspections</p> <ul style="list-style-type: none"> <li>• UPMC Event Center inspection was completed.</li> </ul> <p>Lighting issue at UPMC Event Center</p> <ul style="list-style-type: none"> <li>• Emergency lighting came on during event at UPMC event center. Possibly connected to power</li> </ul>	<ul style="list-style-type: none"> <li>• Jamey to follow up with any employees not current on Safety Education training.</li> <li>• New hires are completing online Fire Safety and Office Safety modules as part of the new employee orientations process.</li> <li>• Joe Walton Stadium scheduled for inspection in March.</li> <li>• Duquesne Light restored power. Safety Services to have discussion with JCI and</li> </ul>

	disruption at Nicholson. Question presented on when generator lighting is tested.	verify testing of emergency lighting supplied through generators.
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>Minutes for February Approved.</li> </ul>



**April Safety Committee Meeting Minutes**  
**Thursday, April 27, 2023**

**Last Meetings Attendees:** Daijah Darden, David Hanson, Maureen Keefer, Tim Kirsch, Jamey Koss, Leo Laffey, Kristina Mankey, Michael Schilinski, Laura Todd

**Not Available:** Paul Badger, Mary Fecko, Hannah Marsters

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed March 2023 incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>Employee injured shoulder while disposing of universal waste. He attempted to move 55 gal drum filled with electrical ballasts.</li> <li>Employee cut finger on bathroom stall door while traveling to an alternate location.</li> <li>Employee was exiting the John Jay Center when hand rail broke and employee fell down stairs.</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>Student was plugging straightener into outlet and heard a popping noise then felt shock to hand.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No medical attention required. Update universal waste removal procedure. <ul style="list-style-type: none"> <li>Do not over fill drums. Keep bellow ½ full</li> <li>Utilize two employees when transporting drums.</li> </ul> </li> <li>None</li> <li>Employee had laceration to the knee. No medical treatment was required. Hand rail was repaired by Facilities. Entire campus railing systems to be surveyed for defects and corrected as needed.</li> <li>Student went to School of Health clinic due to a burn on their hand. Student was given ointment to apply to hand. Facilities inspected outlet in Concord and found no defects. Upon further inspection a faulty wire on hair straightener was determined to be cause of incident. Straightener was given to Res Life for disposal.</li> </ul>

	<ul style="list-style-type: none"> <li>• Student was using Lexington elevator from first to second floor. Light fixture cover fell and struck student in head and caused scratch on ankle.</li> <li>• Yorktown Hall Fire Incident <ul style="list-style-type: none"> <li>• A small fire was reported on 03/22/23 outside of Yorktown Hall beside loading dock. Public Safety responded and deployed two fire extinguishers to put down the flames. Moon Twp. fire dept. was contacted for non-emergency response to apply water to avoid flare up. Moon Twp. fire department applied water and determined the fire to be extinguished.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No medical treatment was required. Facilities replaced light fixture. Facilities to conduct lighting fixture PM inspection during summer break.</li> <li>• Officers ascertained that the burning material was a blue linen dumpster from Yorktown Kitchen. Parkhurst was informed of incident and had their safety department conduct investigation of the incident. Unable to determine possible ignition source. Updates to the linen cart procedures. <ul style="list-style-type: none"> <li>• Relocate linen cart away from building.</li> <li>• Place cigarette urn near location of incident.</li> </ul> </li> </ul>
<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>• Last month's Safety Tip has not yet been distributed. Branding Department, creating a new template for monthly safety tip.</li> <li>• Physical and Technical Security introduced building and security reminders PDF. Tip was sent to Public Safety for their review prior to meeting. Committee members reviewed and approved safety tip.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Services to follow up with Brand Dept. &amp; push to have completed for distribution.</li> <li>• Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip PDF for March, April, and May once approved.</li> </ul>

<b>Fire Alarm Report</b>	<p>Sgt Laffey gave February and March fire alarm report.</p> <ul style="list-style-type: none"> <li>February Alarms <ul style="list-style-type: none"> <li>Total Calls (15)</li> <li>Cooking (6)</li> <li>Water Flow (4)</li> <li>False Alarms (2)</li> <li>System (2)</li> <li>Hair Dryer (1)</li> </ul> </li> <li>March Alarms <ul style="list-style-type: none"> <li>Total Calls (14)</li> <li>Cooking (7)</li> <li>Unknown (2)</li> <li>Fire (1)</li> <li>Student (2)</li> <li>System (1)</li> <li>Hair Straighter (1)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>None/Ongoing</li> </ul>
<b>Safety Policy Review</b>	<p>Undergraduate Laboratory Safety Instructions-</p> <ul style="list-style-type: none"> <li>Policy updates finalized</li> </ul> <p>School of Engineering, Math, and Science Internship and Job Shadowing Policy</p> <ul style="list-style-type: none"> <li>Tim and Jamey met with RMU legal to discuss any changes they would like to policy. Policy updates finalized.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services to update policy on web page.</li> <li>Safety Services to update policy on web page.</li> </ul>
<b>Expanded Topic</b>	<p>Allergies</p> <ul style="list-style-type: none"> <li>Kristina Mankey distributed PDF on Allergies and discussed the potential effects on student and employee population. Student Health Center has over the counter medication for treatment of allergies.</li> </ul>	<ul style="list-style-type: none"> <li>Allergies PDF to be posted in Student Health Center for students.</li> <li>Safety Services will have Branding Department approve Allergies PDF. Colonial Central to distribute to faculty and staff once approved.</li> </ul>

<b>Other Items</b>	<p>Safety Committee Certification</p> <ul style="list-style-type: none"> <li>• Safety Committee received certification from the State for another year. Discussion on the financial benefits received for getting certified by the state. RMU receives 5% discount on insurance due to certification and another discount based on Experience Modification Rate.</li> </ul> <p>Battery Safety</p> <ul style="list-style-type: none"> <li>• Res Life updating battery safety for the dorm rooms. Investigating possibility of including e-bikes to policy.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> <li>• Res Life to update battery safety for the dorm rooms.</li> </ul>
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>• Minutes for March Approved.</li> </ul>

**May Safety Committee Meeting Minutes**  
**Thursday, May 25, 2023**

**Last Meetings Attendees:** Paul Badger, Mary Fecko, David Hanson, Maureen Keefer, Tim Kirsch, Jamey Koss,  
**Not Available:** Daijah Darden, Ashley Deahl, Leo Laffey, Hannah Marsters, Michael Schilinski, Laura Todd

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed April incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>Employee was running a drill with the team on slap defense at the baseball field. He check swung at a pitch tossed in an missed the ball. He felt a sharp pain in his right hand causing a dull pain and discomfort.</li> <li>Employee was walking into office at Center for Student Success. They pivoted on their ankle wrong and their ankle buckled. This caused the employee to fall into a cabinet.</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>No Incidents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Employee spoke with athletic trainer and was recommended to get an x-ray. Had x-ray taken to right hand. X-rays were negative. No further action required.</li> <li>Employee went to Health Center and was given first aid. Area of incident was investigated and no identifiable trip hazards were present. No further action required.</li> </ul>
<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>Safety Services provided PDF for Heat Illnesses. Committee reviewed and approved for distribution.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip PDF for June once approved.</li> </ul>
<b>Fire Alarm Report</b>	<p>Jamey gave report of Fire Alarm Incidents</p> <ul style="list-style-type: none"> <li>April <ul style="list-style-type: none"> <li>Total Calls (12)</li> <li>Cooking (8)</li> <li>Unknown (1)</li> <li>System (1)</li> <li>Contractor (1)</li> <li>Shower (1)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>None/Ongoing</li> </ul>

<b>Safety Policy Review</b>	<p>Hazardous Waste Management and Disposal</p> <ul style="list-style-type: none"> <li>Committee reviewed policy and no changes recommended at this time.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services to update formatting and post on safety web page.</li> <li>Suggestion to schedule Lab Safety Education (Video) for the Faculty in the Fall.</li> </ul>
<b>Expanded Topic</b>	<p>Maureen discussed Covid</p> <ul style="list-style-type: none"> <li>Covid changes that were implemented and how the Health Center will be back to normal operational procedures. She also discussed the Health Center name is changing to My Health RMU.</li> </ul> <p>Battery Safety</p> <ul style="list-style-type: none"> <li>The group agreed, there should be further discussion regarding university wide considerations for Battery Safety</li> </ul>	<ul style="list-style-type: none"> <li>None</li> <li>Assemble team to include Safety, RMU Police, Res Life, and others for discussion.</li> </ul>
<b>Other Items</b>	<p>Safety Committee member change</p> <ul style="list-style-type: none"> <li>Kristina Mankey was removed as a safety committee member.</li> </ul>	<ul style="list-style-type: none"> <li>Ashley Deahl was added as new safety committee member.</li> <li>Ashley to complete Safety Committee Member Training.</li> </ul>
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>Minutes for April Approved.</li> </ul>

**June Safety Committee Meeting Minutes**  
**Thursday, June 22, 2023**

**Last Meetings Attendees:** Paul Badger, Daijah Darden, Mary Fecko, Maureen Keefer, Jamey Koss, Leo Laffey, Michael Schilinski  
**Not Available:** David Hanson, Ashley Deahl, Tim Kirsch, Hannah Marsters, Laura Todd

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed May incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>No Incidents</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>No Incidents</li> </ul> </li> <li>Visitor <ul style="list-style-type: none"> <li>Fell on bleachers at Island Sports Complex</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>None</li> <li>None</li> <li>An inspection of the bleachers was conducted and no visual damage, defects or similar were identified. Railing is provided on end sections of bleachers but not in center section.</li> </ul>
<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>Safety Services provided safety tip on engaging employees to participate in safety program . Committee reviewed and approved for distribution.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for July once approved.</li> </ul>
<b>Fire Alarm Report</b>	<p>Leo gave report of Fire Alarm Incidents</p> <ul style="list-style-type: none"> <li>May <ul style="list-style-type: none"> <li>Total Calls (5)</li> <li>Cooking (3)</li> <li>Contractor (1)</li> <li>False Alarm (1)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Reinstructed contractor on procedures for putting Fire System on hold during construction. Ongoing</li> </ul>
<b>Safety Policy Review</b>	<p>Hazardous Waste Management and Disposal</p> <ul style="list-style-type: none"> <li>Committee reviewed policy and no changes recommended at this time.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services to update formatting and post on safety web page.</li> </ul>

<b>Expanded Topic</b>	<p>Mary talked about importance of Stress and how it can affect you. Gave tips on how to reduce stress levels.</p> <p>Battery Safety</p> <ul style="list-style-type: none"> <li>• Maureen shared existing Res life policy.</li> <li>• Discussion took place on how the policy could impact disabled students.</li> <li>• Discussion took place about not many ebikes on campus.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> <li>• Safety, RMU Police, and Res Life had discussion about ebikes. Batteries and battery charging for ebikes will not be permitted in RMU dorms. Res Life to update existing policies to reflect.</li> </ul>
<b>Other Items</b>	<p>Lighting locations in the Traditional Hall renovations.</p> <ul style="list-style-type: none"> <li>• Question raised over lighting locations in the showers of the Traditional Hall renovations</li> <li>• Electrical design and drawings based on Architectural. Inspections are completed by Township to ensure scope of work meets code requirements.</li> </ul> <p>Blue Poles removal on campus</p> <ul style="list-style-type: none"> <li>• All emergency blue poles have been removed on campus</li> <li>• Discussion about Omni Alert System that replaced the blue poles for emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Mike to review electrical drawings for Traditional Hall renovations.</li> <li>• Maureen to speak with Phil Miller about providing additional announcements as a reminder of the Omni Alert System.</li> </ul>
<b>Old Business</b>		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>• Minutes for May Approved.</li> </ul>



**July Safety Committee Meeting Minutes**  
**Thursday, July 27, 2023**

**Last Meetings Attendees:** Paul Badger, Mary Fecko, Maureen Keefer, Tim Kirsch, Jamey Koss, Leo Laffey, Laura Todd  
**Not Available:** David Hanson, Daijah Darden, Ashley Deahl, Hannah Marsters, Michael Schilinski

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	Reviewed June incidents: <ul style="list-style-type: none"> <li>Employee Incidents               <ul style="list-style-type: none"> <li>No Incidents</li> </ul> </li> <li>Student Incidents               <ul style="list-style-type: none"> <li>No Incidents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>None</li> <li>None</li> </ul>
<b>Monthly Safety Tip</b>	Safety Tip(s) suggestions- <ul style="list-style-type: none"> <li>Safety Services provided safety tip on office violence. Committee reviewed and approved for distribution.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for August once approved.</li> </ul>
<b>Fire Alarm Report</b>	Leo gave report of Fire Alarm Incidents <ul style="list-style-type: none"> <li>June               <ul style="list-style-type: none"> <li>Total Calls (16)</li> <li>Cooking (13)</li> <li>Contractor (1)</li> <li>Dust in Detector (1)</li> <li>Unknown (1)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
<b>Safety Policy Review</b>	Distributed Utilities Management Plan for next month's meeting	<ul style="list-style-type: none"> <li>August Mtg.</li> </ul>
<b>Expanded Topic</b>	Washington Hall Fire Alarm <ul style="list-style-type: none"> <li>Fire Fighter installed a new fire alarm system in Washington Hall over the summer. Phase I of project completed</li> </ul>	<ul style="list-style-type: none"> <li>Phase II planned for next summer.</li> </ul>

<b>Other Items</b>	<p>Annual Fire Safety Inspections. Tm and Jamey provided group with an update on routine testing and inspections including:</p> <ul style="list-style-type: none"> <li>• JCI conducted annual smoke alarm inspections across campus</li> <li>• Grunau conducted annual sprinkler system inspections across campus</li> <li>• CIC conducted damper inspections across campus</li> </ul> <p>Hazard Surveillance Inspections Safety Services conducted Hazard Surveillance Inspections in buildings across campus. Identified deficiencies reported to responsible administrator for corrective action.</p>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing Process</li> </ul>
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>• Minutes for June Approved.</li> </ul>

**August Safety Committee Meeting Minutes**  
**Thursday, August 31, 2023**

**Last Meetings Attendees:** Daijah Darden, David Hanson, Maureen Keefer, Tim Kirsch, Jamey Koss, Leo Laffey, Laura Todd  
**Not Available:** Ashley Deahl, Mary Fecko, Hannah Marsters, Michael Schilinski,

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed July incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>No Incidents</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>No Incidents</li> </ul> </li> <li>Contractor <ul style="list-style-type: none"> <li>Landscapes and More employee overturned a ride on mower near Joe Walton Football Stadium.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>None</li> <li>None</li> <li>Employee was taken to Heritage Valley Sewickley for treatment. Employee had a hematoma to the neck and a laceration to the external auditory canal. He also had abrasions to his legs. Employee was admitted for observation and released the next morning.</li> </ul> <p>Safety Services conducted an Incident Investigation. The root cause of the incident was determined to be employee operated equipment outside the limits of its capabilities.</p> <p>Landscapes and More to train and communicate the limits of operation for a ride on mower to all employees operating such equipment.</p>
<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>Safety Services provided safety tip on fire safety. Committee reviewed and approved for distribution.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for September once approved.</li> <li>Res Life to create fire safety tip for students and get approval from Branding</li> </ul>

		Department. Colonial Central to distribute in September once approved.
<b>Fire Alarm Report</b>	<p>Leo gave report of Fire Alarm Incidents</p> <ul style="list-style-type: none"> <li>• July <ul style="list-style-type: none"> <li>• Total Calls (13)</li> <li>• Cooking (7)</li> <li>• Faulty Equipment (1)</li> <li>• Sprinkler Head (1)</li> <li>• Candle (1)</li> <li>• Unknown (3)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
<b>Safety Policy Review</b>	Utilities Management Plan	<ul style="list-style-type: none"> <li>• Facilities reviewed policy with Director of Maintenance (Mathew Hyatt) and some minor changes were recommended.</li> <li>• Safety Services to update formatting and post on safety web page.</li> </ul>
<b>Expanded Topic</b>	<p>Tim spoke about an AED incident in John Jay</p> <ul style="list-style-type: none"> <li>• A visitor on campus was watching the band practice at the John Jay gym and went into cardiac arrest. An AED from Scaife was used.</li> </ul> <p>Narcan in Resident Hall.</p> <ul style="list-style-type: none"> <li>• Discussion took place on where Narcan should be stored.</li> <li>• One possible location would be to store with CA emergency Res-hall keys.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation of possibly installing AED units in other locations across campus.</li> <li>• Res-life and Public Safety to meet and discuss the possibility of storing Narcan with the emergency CA keys.</li> </ul>
<b>Other Items</b>	<p>CA Training</p> <ul style="list-style-type: none"> <li>• CA's participated in Fire Safety and CPR training in August.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Services to investigate possibility of offering CPR training campus wide.</li> </ul>

Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"><li>Minutes for August Approved.</li></ul>

**September Safety Committee Meeting Minutes**  
**Thursday, September 28, 2023**

**Last Meetings Attendees:** Daijah Darden, Ashley Deahl, Mary Fecko, Tim Kirsch, Jamey Koss, Leo Laffey, Michael Schilinski, Laura Todd  
**Not Available:** David Hanson, Maureen Keefer, Hannah Marsters

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed August incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>Employee was standing up at desk and hit there head off cabinet door that was left open.</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>Students reported possible mold issue during move-in. Two areas including, Washington Apt D and Gallatin 1H.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Employee experienced headache the day after incident. Employee sought medical attention from PCP. PCP diagnosed employee with concussion from the incident and recommended rest. Employee received no restrictions and returned to work.</li> <li>Facilities inspected possible mold issues and treated according to standard protocol.</li> </ul>
<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>Safety Services provided safety tip on ergonomics. Committee reviewed and approved for distribution.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for October once approved.</li> </ul>
<b>Fire Alarm Report</b>	<p>Leo gave report of Fire Alarm Incidents</p> <ul style="list-style-type: none"> <li>August <ul style="list-style-type: none"> <li>Total Calls (14)</li> <li>Cooking (6)</li> <li>Faulty Equipment (1)</li> <li>Shower (1)</li> <li>Marijuana (1)</li> <li>Unknown (5)</li> </ul> </li> <li>Tim reported that in August 2022 – there were a total of 25 reported fire alarm incidents.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to monitor – track/trend</li> <li>Cooking is leading cause</li> <li>Unknown was second leading cause in August.</li> <li>Continue to monitor – track/trend and look for other opportunities for improvement.</li> </ul>

<b>Safety Policy Review</b>	Bloodborne Pathogens	<ul style="list-style-type: none"> <li>Distributed for review/approval in October.</li> </ul>
<b>Expanded Topic</b>	<p>Fall Protection Training</p> <ul style="list-style-type: none"> <li>Facilities to provide fall protection training to identified individuals.</li> </ul> <p>Res-hall fire drills have taken place throughout the month.</p> <ul style="list-style-type: none"> <li>Issue of complacency, students not leaving during fire alarms.</li> </ul> <p>AED Incident Update</p> <ul style="list-style-type: none"> <li>An incident review of John Jay Gym AED usage took place. Multiple meetings with various groups discussed the AED locations, policy, and training.</li> </ul> <p>E-Bikes &amp; Hover Boards</p> <ul style="list-style-type: none"> <li>There was discussion regarding use on campus and noted that battery charging is not permitted indoors, but use on campus not restricted at this time.</li> </ul> <p>Sidewalk Lighting</p> <ul style="list-style-type: none"> <li>Concern recently raised regarding walking Colonial Way – no lighting. There is no sidewalk or lighting along this section of roadway – not a designated walkway.</li> </ul>	<ul style="list-style-type: none"> <li>Invite Athletics and ISC to participate in fall protection training.</li> <li>Draft and distribute a communication of importance on residents evacuating buildings during fire alarms.</li> <li>RMU in process of expanding AED program including the addition of 24 AED devices to buildings across campus.</li> </ul> <p>No further action</p> <p>Consider a pedestrian safety – safety tip</p>
<b>Old Business</b>		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>Minutes for August Approved.</li> </ul>

<b>October Safety Committee Meeting Minutes</b> <b>Thursday, October 26, 2023</b>		
<b>Last Meetings Attendees:</b> Daijah Darden, Ashley Deahl, Mary Fecko, David Hanson, Maureen Keefer, Jamey Koss, Michael Schilinski, Laura Todd <b>Not Available:</b> Tim Kirsch, Leo Laffey, Hannah Marsters		
Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	Reviewed August incidents: <ul style="list-style-type: none"> <li>Employee Incidents               <ul style="list-style-type: none"> <li>None</li> </ul> </li> <li>Student Incidents               <ul style="list-style-type: none"> <li>None</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> </ul>
<b>Monthly Safety Tip</b>	Safety Tip(s) suggestions- <ul style="list-style-type: none"> <li>Pedestrian Safety (sidewalks).               <ul style="list-style-type: none"> <li>Suggestion to add bullet about wearing bright colored clothing.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Updated safety tip to include wearing of bright colored clothing.</li> <li>Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for November once approved.</li> </ul>
<b>Fire Alarm Report</b>	Jamey gave report of Fire Alarm Incidents <ul style="list-style-type: none"> <li>September               <ul style="list-style-type: none"> <li>Total Calls (29)</li> <li>Cooking (17)</li> <li>Faulty Equipment (3)</li> <li>Marijuana (1)</li> <li>Steam (1)</li> <li>Contractor (1)</li> <li>Unknown (6)</li> </ul> </li> <li>Jamey reported that in September 2022 – there were a total of 42 reported fire alarm incidents.</li> </ul>	<ul style="list-style-type: none"> <li>Cooking is leading cause</li> <li>Continue to monitor – track/trend and look for other opportunities for improvement.</li> </ul>
<b>Safety Policy Review</b>	Bloodborne Pathogens <ul style="list-style-type: none"> <li>Body fluid clean up kits available.</li> </ul>	<ul style="list-style-type: none"> <li>Tony Rubino validated body fluid clean up kits. (removed note)</li> </ul>



	<ul style="list-style-type: none"> <li>Possible confusion of responsibility for record keeping. Consolidate record keeping to one department.</li> </ul>	<ul style="list-style-type: none"> <li>Record keeping shall be maintained by UPMC My Health @School. (removed HR)</li> <li>Safety Services to make revisions and update on safety web page.</li> </ul>
<b>Expanded Topic</b>	<p>Chief James to conduct Active Assailant Survival Training in Massey</p> <p>Benjamin Rush parking lot opened to Resident Students</p> <p>AED Incident Update</p> <ul style="list-style-type: none"> <li>New AED unit installed in John Jay Gymnasium entrance.</li> <li>24 new AEDs purchased</li> <li>Meeting scheduled to finalize AED program</li> </ul>	<ul style="list-style-type: none"> <li>Training to take place on Nov 07 and Nov15</li> <li>None</li> <li>Install the 24 AED units across campus to include all major buildings. Safety Services to update AED policy on web page.</li> </ul>
<b>Other Items</b>	<p>Vetting of Support Animals on Campus</p> <ul style="list-style-type: none"> <li>Discussion about support animals being aggressive. <ul style="list-style-type: none"> <li>Support animals prohibited from public spaces.</li> <li>Support animals must be on leash when outside.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Res Life manages support animals on campus.</li> </ul>
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>Minutes for September Approved.</li> </ul>

<b>Safety Committee Meeting Minutes</b> <b>November 21, 2023</b>		
<b>Last Meetings Attendees:</b> Ashley Deahl, Paul Badger, Dave Hanson, Mary Fecko, Maureen Keefer, Tim Kirsch, Jamey Koss, Michael Schilinski, <b>Not Available:</b> Daija Darden, Leo Laffey, Laura Todd		
<b>Agenda Item</b>		<b>Actions/Outcomes</b>
<b>New Business</b>		
<b>Safety Training</b>	– Maura Clark-Karenbauer from Henderson Brothers provided the committee with the annual safety training for PA Certifies Safety Committee.	<ul style="list-style-type: none"> <li>• Committee received and participated in the required annual training session</li> <li>• Daija, Leo, and Laura must complete follow up Safety Committee training tentatively scheduled for December 14<sup>th</sup>.</li> </ul>
<b>Narcan</b>	– Mary questioned where Narcan is located on campus and how locations are communicated to possible users.	<ul style="list-style-type: none"> <li>• Meet with public safety and discuss Narcan locations.</li> <li>• Add to December's Safety Committee Meeting agenda.</li> </ul>
<b>Old Business</b>		
<b>Safety Tip</b>	November Safety Tip - Pedestrian Safety	<ul style="list-style-type: none"> <li>• Tip distributed via email on November 03, 2023</li> </ul>
<b>Training</b>	Active Shooter Training	<ul style="list-style-type: none"> <li>• Chief James provided active shooter training on 11/07/23 and 11/15/23.</li> </ul>

**December Safety Committee Meeting Minutes**  
**Thursday, December 14, 2023**

**Last Meetings Attendees:** Paul Badger, Daijah Darden, Mary Fecko, David Hanson, Tim Kirsch, Jamey Koss, Leo Laffey, Michael Schilinski, Laura Todd

**Not Available:** Ashley Deahl, Maureen Keefer

Agenda Item	Discussion	Actions/Outcomes
<b>New Business</b>		
<b>Incident Review</b>	<p>Reviewed October incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>Employee twisted ankle walking in parking lot outside Scaife Hall</li> <li>Employee tripped walking down stairs outside Adams Hall. Had multiple items in both hands when incident occurred.</li> </ul> </li> <li>Student Incidents <ul style="list-style-type: none"> <li>Student received fracture playing club hockey</li> </ul> </li> </ul> <p>Reviewed November incidents:</p> <ul style="list-style-type: none"> <li>Employee Incidents <ul style="list-style-type: none"> <li>Employee was loading universal waste into truck and suffered laceration to face.</li> <li>Employee cut right index finger on hand rail outside of Lafayette.</li> <li>Employee got E Coli during a trip to Ecuador.</li> <li>Employee tripped on mats outside Lafayette. No injury reported.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Facilities inspected parking lot and found no hazards that impacted this incident..</li> <li>Employee instructed on keeping one hand free for use on the handrail while using steps</li> <li>No further action required.</li> <li>Employee went to Urgent Care and received six stitches. Employee was instructed to let contractor load materials into truck.</li> <li>Employee received in house first aid. Maintenance removed burrs on hand rails.</li> <li>Employee received two doses of antibiotics. HR to follow up with CGE about awareness training.</li> <li>Branding Department needs to fill out an incident report. Facilities fastened mats to eliminate trip hazard.</li> </ul>

<b>Monthly Safety Tip</b>	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> <li>• Slips Trips and Falls. <ul style="list-style-type: none"> <li>• Suggestion to add bullet about contacting Colonial Central if issues (such as wet floors) are identified.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Updated safety tip to include contacting Colonial Central about wet floors.</li> <li>• Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for December once approved.</li> </ul>
<b>Fire Alarm Report</b>	<p>Leo gave report of Fire Alarm Incidents</p> <ul style="list-style-type: none"> <li>• November <ul style="list-style-type: none"> <li>• Total Calls (17)</li> <li>• Cooking (15)</li> <li>• Faulty Equipment (2)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Cooking is leading cause</li> <li>• Cooking safety tip was provided in November to students.</li> <li>• Continue to monitor – track/trend and look for other opportunities for improvement.</li> </ul>
<b>Safety Policy Review</b>	<p>Aerial Lift Policy</p> <ul style="list-style-type: none"> <li>• Add Public Safety, IT and Grounds to expected users.</li> <li>• Add maintain written records of inventory and maintenance of aerial lifts.</li> </ul>	<ul style="list-style-type: none"> <li>• Aerial lift training to be provided to all expected users in January 2024.</li> <li>• Safety Services to make revisions and update on safety web page.</li> </ul>
<b>Expanded Topic</b>	<p>Jamey informed committee on progress of possible upgrades to Nicholson fire alarm.</p> <p>Narcan Locations/Communication</p> <p>AED Update</p>	<ul style="list-style-type: none"> <li>• None</li> <li>• None</li> <li>• 31 new AED units were installed across campus. Safety Services to distribute announcement on locations and available training.</li> </ul>

<b>Other Items</b>	<ul style="list-style-type: none"> <li>• Discussion about a new recycling initiative being created for campus as part of an Academic Project being completed in School of Business.</li> </ul>	<ul style="list-style-type: none"> <li>• Considering Educational Opportunities (such as Vector).</li> <li>• Ongoing</li> </ul>
Old Business		
<b>Reviewed and Approved Minutes</b>		<ul style="list-style-type: none"> <li>• Minutes for October Approved.</li> <li>• Minutes for November Approved.</li> </ul>