

Safety Committee Meeting Minutes
Thursday, January 28, 2021

Last Meetings Attendees: Tim Kirsch, David Hanson, Liz Holt, Laura Todd, Maureen Keefer, Mary Fecko, Kristina Mankey, Michael Schilinski, Paul Badger, Leo Laffey

Not Available: Erik Jones

Agenda Item		Actions/Outcomes
New Business		
Incident Review	Reviewed Prior incidents: (1) Employee Incident – Low back strain getting out of van	<ul style="list-style-type: none"> • No corrective action needed. There was no workplace concern that created the condition.
Safety Training	<ul style="list-style-type: none"> • Reviewed Bloodborne Pathogens Policy • Fall Prevention & Protection policy and Aerial Lift Safety policy assigned for January's committee meeting 	<ul style="list-style-type: none"> • Policy updated with minor edits per committee comments
Safety / Emergency Management	<ul style="list-style-type: none"> • Year End Incident Summary Review 	<ul style="list-style-type: none"> • Updated committee on yearly numbers, report in progress. • Major Highlights <ul style="list-style-type: none"> ○ 16 Total Reported ○ 4 OSHA Recordable ○ 3 Lost Time
Monthly Safety Tip	<ul style="list-style-type: none"> • Safety tips on avoiding injuries while enjoying the winter weather. 	<ul style="list-style-type: none"> • Summary of monthly tips to be prepared for review at next meeting.
Other Items		
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes Approved.

Safety Committee Meeting Minutes
Thursday, February 25, 2021

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, Liz Holt, Laura Todd, Mary Fecko, Maureen Keefer, Kristina Mankey, Michael Schilinski
Not Available: Chuck Darrah, Richard Mills, Mike O'Neil, Erik Jones, David Hanson

Agenda Item		Actions/Outcomes
New Business		
Incident Review	Reviewed Prior incidents: (1) Employee Incident – Injury to lower back / possible hernia due to unloading new lab equipment. (2) Student Incidents – Student fell on ice near Washington Hall. Student fell from lofted bed in Salem Hall.	<ul style="list-style-type: none"> • Employee was reminded on appropriate lifting and moving procedures. Including the need to seek assistance when items are too heavy to manually lift. • No corrective action needed. There was no workplace concern that created the condition.
Safety Policies	<ul style="list-style-type: none"> • Reviewed Fall Prevention & Protection Policy & Aerial Lift Safety policy. • The Control of Hazardous Energy (Lockout/Tagout) Safety policy assigned for March's committee meeting 	<ul style="list-style-type: none"> • Policy updated with minor edits per committee comments • Develop schedule / plan for training on topics.
Safety / Emergency Management	<ul style="list-style-type: none"> • Follow up on double masking & clear mask needs and whether any action should be taken 	<ul style="list-style-type: none"> • Reviewed with Jon Radermacher, no additional action needed at this time.
Monthly Safety Tip	<ul style="list-style-type: none"> • Safety tips on avoiding injuries while enjoying the winter weather. 	<ul style="list-style-type: none"> • Tip approved
Other Items		
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes Approved.

**Safety Committee Meeting Minutes
Thursday, March 25, 2021**

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, Liz Holt, Erik Jones, Mary Fecko, Maureen Keefer, Richard Mills, Michael Schilinski, David Hanson

Not Available: Laura Todd, Chuck Darrah, Mike O'Neil, Kristina Mankey

Agenda Item		Actions/Outcomes
New Business		
Get Up & Go Office Stretching	<ul style="list-style-type: none"> • Started meeting with Tony Nguyen, a UPMC Health Coach, who led the team with stretching exercises. 	<ul style="list-style-type: none"> • Exercise guide will be distributed and communicated in the monthly safety tip.
Incident Review	<p>Reviewed Prior incidents:</p> <p>(1) Employee Incident – Slip and fall on ice when getting out of the car during heavy snowfall. Employee footwear was appropriate. Snow removal was in progress.</p> <p>(3) Student Incidents:</p> <ul style="list-style-type: none"> - Student fell on ice near Hale & Franklin Center. - Student tripped in the shower in Yorktown Hall, received minor cuts and lacerations. - Student received concussion due to fall sports related incident. 	<ul style="list-style-type: none"> • No corrective action needed. No lost time, OSHA recordable. • No corrective action needed.
Safety Policies	<ul style="list-style-type: none"> • Reviewed Control of Hazardous Energy (Lockout/Tagout) policy • Confined Space Entry policy assigned for Aprils committee meeting. 	<ul style="list-style-type: none"> • Policy updated with minor edits per committee comments
Safety / Emergency Management	<ul style="list-style-type: none"> • Hazard Surveillance Inspection Update 	<ul style="list-style-type: none"> • Reviewed current progress of hazard inspections. Schedule Joe Walton Stadium walkthrough with Erik Jones.
Monthly Safety Tip	<ul style="list-style-type: none"> • Get Up & Go Office Stretching Guide 	<ul style="list-style-type: none"> • Tip approved
Other Items		
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • February Minutes Approved.

Safety Committee Meeting Minutes
Thursday, April 22, 2021

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, Liz Holt, Erik Jones, Mary Fecko, Laura Todd, Maureen Keefer, Richard Mills, Michael Schilinski,

Not Available: Chuck Darrah, Mike O’Neil, Kristina Mankey, David Hanson

Agenda Item		Actions/Outcomes
New Business		
Insurance Policy Review	Ben Bogats reviewed RMU’s insurance policy renewal. <ul style="list-style-type: none"> - Price went down from last year - Not a high claim customer for Henderson Brothers - Experience Modification Rate of 1%, - Provided a credit of \$11k - Only \$766 in losses due to umbrella incident at ISC 	<ul style="list-style-type: none"> • No corrective action needed.
Incident Review	Reviewed Prior incidents: (1) Employee Incident – Slipped on cone on the ice and hurt knee. Employee awareness.	<ul style="list-style-type: none"> • No corrective action needed. No lost time, OSHA recordable.
Safety Policies	<ul style="list-style-type: none"> • Reviewed Confined Space Entry policy • Safety Training Plan 	<ul style="list-style-type: none"> • Policy updated with minor edits per committee comments • Scheduled meeting with Matt Hyatt and Mike O’Neill to review best course of action on providing training to staff who these and other policies apply
Monthly Safety Tip	<ul style="list-style-type: none"> • Spring Into Safety With National Electrical Safety Month 	<ul style="list-style-type: none"> • Tip approved
Other Items		
Old Business		
Reviewed & Approved March Minutes		<ul style="list-style-type: none"> • Minutes Approved.

**Safety Committee Meeting Minutes
Friday, May 28, 2021**

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, David Hanson, Mary Fecko, Laura Todd, Maureen Keefer
Not Available: Kristina Mankey, Erik Jones, Liz Holt, Richard Mills, Michael Schilinski,

Agenda Item		Actions/Outcomes
New Business		
Incident Review	Reviewed Prior incidents: (1) Employee Incident – ISC Employee bag was caught on the edge of desk causing fingers to bend back. Employee went to Med Express for treatment. (2) Student Incident – Student passed out in classroom. Visited My Health Services and they did not identify any contributing factors. RMU faculty who was in the room noted that there was moisture on the desk surface from COVID disinfectant spray. (3) Student Incident – Student was pricked with a needle at the Rise Center. The needle was unused and they were going through nursing education/training.	<ul style="list-style-type: none"> • No corrective action needed. No lost time. • Reviewed SDS for disinfectant spray and concluded there is no hazardous ingredient listed. Facilities also reviewing disinfection procedures with personnel. • Addressed through class instruction. No further action needed.
Safety Policies	<ul style="list-style-type: none"> • Forklifts & Tow Motors Policy 	<ul style="list-style-type: none"> • Policy was reviewed internally with maintenance. Will be sent to the committee for review and discussion during Junes meeting.
Monthly Safety Tip	<ul style="list-style-type: none"> • Memorial Day Weekend safety tips for traveling, grilling, along with standard food safety. 	<ul style="list-style-type: none"> • Tips approved & distributed
Other Items	<ul style="list-style-type: none"> • Ammonia Plan Review • AED Inspections 	<ul style="list-style-type: none"> • Will set up a meeting with Tim, Dave & Matt to review plan before Junes meeting. • Ordered refresh packs for all outdated AEDs on campus. Working with third party to finalize monthly inspections.
Old Business		
Reviewed & Approved April Minutes		<ul style="list-style-type: none"> • Minutes Approved.

**Safety Committee Meeting Minutes
Thursday, June 24, 2021**

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, David Hanson, Mary Fecko, Laura Todd, Liz Holt
Not Available: Maureen Keefer, Kristina Mankey, Erik Jones, Richard Mills, Michael Schilinski,

Agenda Item		Actions/Outcomes
New Business		
Incident Review	Reviewed Prior incidents: (1) Employee Incident – ISC Employee was opening door and caught hand on the door. Employee visited Med Express & needed stiches in hand. (2) Employee Incident – Office assistant had bag caught on door coming into the building causing a slip and fall. Employee visited Med Express for scraped arm and sore fingers. (3) Student Incident – Student in clinical rotation passed out during instruction.	<ul style="list-style-type: none"> • Employee was reminded to use an appropriate door hold-open device or use the buddy system when moving/lifting items through doorways. No lost time. • Reviewed door closures ensuring everything was functioning properly and there were no deficiencies. No lost time. • Student was examined in clinical and appeared to be in good health. Student was reminded importance of eating breakfast/protein before starting the day.
Safety Policies	<ul style="list-style-type: none"> • Forklifts & Tow Motors Policy • Ammonia & PPC Plan 	<ul style="list-style-type: none"> • Policy was discussed and minor edits made. Committee approved policy. • The ISC Ammonia Policy & PPC Plan will be distributed for review during July’s committee meeting.
Monthly Safety Tip	<ul style="list-style-type: none"> • 4th of July Weekend safety tips for fireworks, grilling and traveling. 	<ul style="list-style-type: none"> • Tips approved & distributed.
Other Items	<ul style="list-style-type: none"> • AED Inspections 	<ul style="list-style-type: none"> • Refresh packs arrived and being installed. A meeting is to be scheduled with Public Safety, Athletics & Student Rec., ISC Operations and OVG to review policy and procedures.

	<ul style="list-style-type: none"> • Hazard Surveillance Inspections 	<ul style="list-style-type: none"> • Hazard Surveillance Inspections will continue through summer focusing on the Residence Halls. Invitation extend to Res Life staff to participate in the walkthroughs.
Old Business		
Reviewed & Approved May Minutes		<ul style="list-style-type: none"> • May Minutes Approved.

Safety Committee Meeting Minutes
Thursday, July 22, 2021

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, David Hanson, Mary Fecko, Laura Todd, Dannielle Ripper, Paul Badger, Michael Schilinski
Not Available: Maureen Keefer, Kristina Mankey, Erik Jones, Elizabeth Holt

Agenda Item		Actions/Outcomes
New Business		
New Members	<ul style="list-style-type: none"> Introduced Dannielle Ripper, RMU Police Officer & Paul Badger, Department Head, Science to the Safety Committee. 	
Incident Review	Reviewed Prior incidents: (1) Employee Incident – Employee hurt their hand when a cable on a garage door malfunctioned and broke off.	<ul style="list-style-type: none"> A third-party vendor completed repairs to the garage door. Employee did not seek medical attention. No lost time.
Safety Policies	<ul style="list-style-type: none"> ISC Ammonia Plan – A group of representatives from ISC Operations, Facilities and Safety reviewed the plan. Only minor updates including contact info were made. Preparedness, Prevention & Contingency (PPC) Plan - A group of representatives from ISC Operations, Facilities and Safety reviewed the plan. Only minor updates including contact info were made. 	<ul style="list-style-type: none"> Policy was discussed and minor edits made. Committee approved policy. Dave to send final copy to Fazio for review. Policy was discussed and minor edits made. Dave to send final copy to Fazio for review.
Monthly Safety Tip	<ul style="list-style-type: none"> National Immunization Awareness Month safety tips. 	<ul style="list-style-type: none"> Tips approved & distributed.
Other Items	<ul style="list-style-type: none"> Hazard Surveillance Inspections Safety System / Equipment Inventory – Paul Badger recalled & asked about a system that Facilities was working on (GIS or similar database) to locate system/equipment shut-offs. 	<ul style="list-style-type: none"> Hazard Surveillance Inspections are scheduled for John Jay science labs and remaining Residence Hall buildings. Follow up & ask Matt Hyatt to provide update during August meeting.
Old Business		
Reviewed & Approved June Minutes		<ul style="list-style-type: none"> June Minutes Approved.

**Safety Committee Meeting Minutes
Tuesday, August 31, 2021**

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, David Hanson, Laura Todd, Erik Jones, Matt Hyatt
Not Available: Kristina Mankey, Liz Holt, Michael Schilinski, Maureen Keefer, Mary Fecko, Dannielle Ripper, Paul Badger

Agenda Item		Actions/Outcomes
New Business		
Incident Review	Reviewed Prior incidents: (1) Employee Incident – EST locked in room without their phone or radio and climbed out the window causing them to hurt their tailbone. (2) Employee Incident – Maintenance worker hurt their back when moving barrels containing water treatment chemicals into the building. (3) Employee Incident – Athletics Trainer stepping off training table and onto a student’s shoe causing them to fall and twist their ankle and wrist.	<ul style="list-style-type: none"> • Procedural follow up with employee reminding them the importance to carry their radio with them at all times while on duty was completed by supervisor. • Employee reminded of proper lifting protocol. Maintenance is working with the vendor on options to deliver the items directly into the building. • There was no workplace concern that created the condition. Awareness of environment and placement of items.
Safety Policies	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) Policy Review • Bloodborne Pathogen Exposure Determination - Committee discussed the exposure determination criteria and proposed process. 	<ul style="list-style-type: none"> • Policy was reviewed internally with maintenance. Committee reviewed and approved for final distribution. • Committee approved process and form. Form to be sent out directly to departments with goal to complete by the end of September.
Monthly Safety Tip	<ul style="list-style-type: none"> • Back to School Campus Safety 	<ul style="list-style-type: none"> • Tips approved and distributed.
Other Items	<ul style="list-style-type: none"> • Hazard Surveillance Inspections 	<ul style="list-style-type: none"> • Will be scheduling UPMC Events Center & Rooney House to complete 2021 inspections. Prior reports have gone out with a majority of corrections having been completed.
Old Business		
Reviewed & Approved July Minutes		<ul style="list-style-type: none"> • Minutes Approved.

Safety Committee Meeting Minutes
Thursday, September 23, 2021

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, David Hanson, Laura Todd, Liz Holt, Paul Badger, Michael Schilinski
Not Available: Mary Fecko, Maureen Keefer, Kristina Mankey, Erik Jones, Leo Laffey

Agenda Item		Actions/Outcomes
New Business		
Incident Review	Reviewed Prior incidents: (1) Employee Incident – ISC Employee slipped on ice and broke their collar bone while removing residual ice of Zamboni gate.	<ul style="list-style-type: none"> Employee was reminded to stand on concrete when pulling items in off the ice or to wear proper non-slip footwear when on the ice. OSHA recordable with 4 weeks' time lost.
Safety Policies	<ul style="list-style-type: none"> Asbestos Management Policy 	<ul style="list-style-type: none"> Policy was discussed and a copy of the asbestos inspection report will be provided to Paul Badger. Tim had a follow-up meeting with maintenance (Matt H. & Mike S.) to address asbestos containing ceiling tile in Jefferson. Policy was approved by committee.
Monthly Safety Tip	<ul style="list-style-type: none"> Crime Prevention tips for campus safety. 	<ul style="list-style-type: none"> Tips approved & distributed via monthly campus connections email.
Other Items	<ul style="list-style-type: none"> Expanding Discussion/Participation Residence Hall Fire Drills 	<ul style="list-style-type: none"> Each month we will identify two committee members to bring a topic of discussion to the next meeting. Mary & Paul have been assigned to Octobers meeting. Fire drills have been completed for the Res Halls for the Fall 2021 semester. Upperclassman halls did not fully evacuate the building. A communication was sent out by the Residence Life team informing students the expectation and the importance of evacuating the building when a fire alarm is activated.
Old Business		
Reviewed & Approved August Minutes		<ul style="list-style-type: none"> August Minutes Approved.

**Safety Committee Meeting Minutes
Tuesday, October 26, 2021**

Last Meetings Attendees: Tim Kirsch, Jonathan Ellis, David Hanson, Laura Todd, Liz Holt, Michael Schilinski, Mary Fecko, Kristina Mankey
Not Available: Maureen Keefer, Erik Jones, Leo Laffey, Paul Badger

Agenda Item		Actions/Outcomes
New Business		
Incident Review	Reviewed Prior incidents: (1) Employee Incident – ISC Employee carrying a box of equipment and jerseys tripped n a rug and strained their left kneed. (2) Student Incident – Student cut themselves with an exacto knife when cutting out items for the drama club.	<ul style="list-style-type: none"> • Tim will follow up with employee. Non OSHA Recordable, no time lost. • Student was transported to Med-Express for treatment.
Safety Policies	<ul style="list-style-type: none"> • AED Protocol 	<ul style="list-style-type: none"> • The AED policy has been sent too the group to review and approve for the committees next meeting.
Monthly Safety Tip	<ul style="list-style-type: none"> • Portable Space Heater Usage 	<ul style="list-style-type: none"> • Tim to follow up with Matt on proper protocol of space heater usage.
Other Items	<ul style="list-style-type: none"> • Expanding Discussion/Participation – Mary Fecko 	<ul style="list-style-type: none"> • Mary shared tips on ergonomics and muscular skeletal disorders. Reviewed tips to avoid desk injury’s such as wrist, neck and shoulders.
Old Business		
Reviewed & Approved August Minutes		<ul style="list-style-type: none"> • September Minutes Approved.

**Safety Committee Meeting Minutes
November 21, 2021**

Last Meetings Attendees: Tim Kirsch, Jamey Koss, Paul Badger, Dave Hanson, Mary Fecko, Maureen Keefer
Not Available: Elizabeth Holt, Leo Laffey, Erik Jones, Kristina Mankey, Michael Schilinski, Laura Todd

Agenda Item		Actions/Outcomes
New Business		
Safety Training	– Fred Samson from Henderson Brothers provided the committee with the annual safety training	<ul style="list-style-type: none"> • Committee received and participated in the required annual training session • Follow-up training for absent members is being scheduled.
Old Business		

**Safety Committee Meeting Minutes
Tuesday, December 21, 2021**

Last Meetings Attendees: Tim Kirsch, Jamey Koss, David Hanson, Paul Badger, Michael Schilinski, Kristina Mankey, Leo Lafey, Elizabeth Holt
Not Available: Mary Fecko, Maureen Keefer, Erik Jones,

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed Prior incidents (October & November 2021):</p> <p>(1) Employee Incident- Employee at the ISC tripped while carrying a large box from lobby to office. Caught foot on rug/carpet and twisted knee.</p> <p>(2) Student Incident- Cut by exacta knife class activity.</p> <p>(3) Student Incident-Student had head injury during rugby game.</p> <p>(4) Student Incident-Slip on wet floor in PNC Café. A wet floor sign had not been placed in the area.</p>	<ul style="list-style-type: none"> ● Incident 1- Employee needed to maneuver around beam, but no issue with the carpet/rug that caused the incident. No corrective action. ● Incident 2- Exacta knife is common tool used. Students were reinstructed on proper use of tools/knife. ● Incident 3- No corrective action. Athletics assess injuries related to sporting activities. ● Incident 4- The use of wet floor signs was discussed with personnel / team members.
Safety Policies	<ul style="list-style-type: none"> ● Discussed AED Policy ● Contractor Safety Handbook 	<ul style="list-style-type: none"> ● AED Policy was approved ● CSH will be distributed for discussion during the January 2022 meeting
Monthly Safety Tip	<ul style="list-style-type: none"> ● Winter Weather Slips and Falls 	<ul style="list-style-type: none"> ● Jamey to send out options for approval

<p>Other Items</p>	<ul style="list-style-type: none"> • Lighting issues: Liz H. question if outdoor lighting is checked and noted a number of lights out on campus near residence halls. Mike S. advised that Facilities does have a process for monitoring lights (checked during night-turn) and maintained. • Ramps at UPMC Center: Sgt. Laffey advised of a potential safety issue / observation of individual stumble whiled walking on/off the main court in the UPMC Events Center. • Covid Protocols: Tim offered a brief update on COVID planning 	<ul style="list-style-type: none"> • Mike S. to confirm and address during break • Tim and Jamey to meet with Sgt. Laffey to access the issue/condition. • Informational
<p>Old Business</p>		
<p>Reviewed & Approved October and November Minutes</p>		<ul style="list-style-type: none"> • October and November Minutes Approved.
		<ul style="list-style-type: none"> •