

Safety Committee Meeting Minutes
Thursday, January 27, 2022

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	Discussion	Actions/Outcomes
New Business		
Incident Review	Reviewed December 2021 incidents: <ul style="list-style-type: none"> • Employee Incident – Employee fell over a chair due to lack of lighting • Employee Incident- Public Safety saw employee leaning over, employee was light headed. • Student Incident- Student had needle stick during clinical rotation. 	<ul style="list-style-type: none"> • Light sensor was located closer to entrance and the sensitivity adjusted by RMU Maintenance. • No corrective action needed. Employee administered inhaler and went back to work. • Corrective action. Student was retrained on proper ways of handling sharps (needles). Student had baseline blood work drawn and post exposure followed up with physician
Safety Policies	Contractor Handbook- group held general discussion with no significant content changes. Dave H. did suggest strengthening process and communications for contractors working at the Island Sports Center.	<ul style="list-style-type: none"> • Health Coach to have seminar on Ergonomics for entire staff to participate • Facilities to update communications process on when contractors report to campus locations (ISC), such as check in at front desk.
Monthly Safety Tip	Safety Tip(s) suggestions- <ul style="list-style-type: none"> • Communication with a mask • Hypothermia and frostbite 	<ul style="list-style-type: none"> • Hypothermia and Frostbite to be used in HR newsletter.
Expanded/Department Discussion Topic	Ergonomics- Topic was introduced during prior meeting And discussions continued. Safety Services provided summary of how to arrange a workstation(3 steps). Mary suggested holding a seminar.	<ul style="list-style-type: none"> • Consider steps to arrange a work station as future “safety tip”. • Health coach to have seminar on Ergonomics for entire staff to participate.
Other Items	<ul style="list-style-type: none"> • New Business- Tim distributed monthly responsibility of topics to committee. 	<ul style="list-style-type: none"> • Safety Committee members responsible for their topics

	<ul style="list-style-type: none"> Emergency Response Plan for elevators should address response if emergency shut off switch is activated. 	<ul style="list-style-type: none"> Tim, Jamey, and Matt Hyatt to have meeting to address Elevator Emergency Response Plan.
Old Business		
Action/Outcomes	<ul style="list-style-type: none"> Follow up to old business actions and outcomes 	<ul style="list-style-type: none"> Mike replaced light behind the Adams and verified that it works. Jamey still looking into ordering ramp for UPMC Event Center Basketball Court.
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes Approved.

Safety Committee Meeting Minutes

Thursday, February 24, 2022

Last Meetings Attendees: Tim Kirsch, David Hanson, Liz Holt, Laura Todd, Kristina Mankey, Michael Schilinski, Paul Badger

Not Available: Erik Jones Maureen Keefer, Mary Fecko, Leo Laffey

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed Annual Incidents from 2021</p> <ul style="list-style-type: none"> • Reviewed total reported incidents (14), total OSHA recordables (6), total lost time incidents (2), injury types, and injuries by department. Graphs of data were prepared and shared. • Slips, trips & falls was leading cause (6 incidents) • Ten incidents associated with an “Action” and four (4) associated with a “Condition”. <p>Reviewed January 2022 incidents:</p> <ul style="list-style-type: none"> • Employee Incidents- <ul style="list-style-type: none"> • Employee slipped on ice at John Jay loading dock • Employee slipped on ice outside of business school. • Student- <ul style="list-style-type: none"> • Student injured during sports related activity at Rec Center • Student injured during sports related activity at Rec Center • Visitor- <ul style="list-style-type: none"> • Fell on bleachers at Island Sports Complex 	<ul style="list-style-type: none"> • No trends found. No further action required. • Corrective action. Talked with grounds about placement of salt. • No further action required. • An inspection of the bleachers was conducted and no visual damage, defects or similar were identified. No further action required.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Jamey provided and summarized a safety tip on Fatigue 	<ul style="list-style-type: none"> • Committee agree to use the Fatigue safety tip in HR newsletter.
Expanded/Department Discussion Topic	<p>Hazardous Waste-</p> <ul style="list-style-type: none"> • Paul Badger discussed the need for properly planned Hazardous Waste storage sites within the laboratory facilities. 	<ul style="list-style-type: none"> • Address Hazardous Waste storage sites with architect during planning phase of future lab construction.

Other Items	<ul style="list-style-type: none"> • New Business- Safety Committee to discuss the Hazardous Communications Plan at March meeting. • Incident Investigation Forms- Liz Holt recommended making it easier to find the safety forms online. 	<ul style="list-style-type: none"> • Jamey to circulate Hazardous Communications Plan for review prior to March meeting. • Andrea to have a link added to Faculty and Staff web page
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • January Minutes Approved.

Safety Committee Meeting Minutes

Thursday, March 24, 2022

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

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed February 2022 incidents:</p> <ul style="list-style-type: none"> • Employee Incidents- <ul style="list-style-type: none"> • Employee strained arm while pushing a cart in the excessive snow. • Student- <ul style="list-style-type: none"> • Student injured during sports related activity at Rec Center • Student had slip and fall incident in stairwell at Hale Center • Student had slip and fall incident outside Nicholson Center. 	<ul style="list-style-type: none"> • Corrective action. Nate to talk with vendor about plowing out back alley • No further action required. • Corrective action. Extra mats were placed in the stairwell at Hale • Corrective action. Talked with grounds about placement of salt.
Safety Policy Review	Topic: Discussion on RMU Hazardous Communication Policy	<ul style="list-style-type: none"> • Changes made the Hazardous Communication Policy <ol style="list-style-type: none"> 1. Changed to new RMU format 2. Changes to definitions 3. Changes to incoming containers 4. Keeping different label options
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Jamey provided and summarized a safety tip on Ladder Safety 	<ul style="list-style-type: none"> • Committee agree to use the Ladder safety tip in HR newsletter.
Other Items	<ul style="list-style-type: none"> • Paul Badger discussed the neutralization tanks access when next phase of John Jay is built. • Lab Safety Policy to be reviewed in April 	<ul style="list-style-type: none"> • Consider potential impact and options for neutralization tank access during the design phase of John Jay addition. • Jamey to distribute Lab Safety Policy before meeting in April
Old Business		
Prior meeting	<ul style="list-style-type: none"> • Liz suggested creating easier access to safety web page 	<ul style="list-style-type: none"> • Andrea had updates to web page completed
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • February Minutes Approved.

Safety Committee Meeting Minutes

Thursday, April 28, 2022

Last Meetings Attendees: Tim Kirsch, Mary Fecko, David Hanson, Michael Schilinski, Jamey Koss, Laura Todd

Not Available: Erik Jones, Paul Badge, Liz Holt, Maureen Keefer, Leo Laffey, Kristina Mankey

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed March 2022 incidents:</p> <ul style="list-style-type: none"> • Employee Incidents- <ul style="list-style-type: none"> • Employee fell from a ladder at the Island Sports Complex • Employee felt discomfort in abdomen area, University Police were notified and an ambulance was dispatched. • Student- <ul style="list-style-type: none"> • Student had a needle stick while at clinicals. Student following post-exposure procedures of institution where incident occurred. • Student had observed patient fall down stairs during clinical. • Environmental- <ul style="list-style-type: none"> • Student in Washington Hall reported suspect mold on shoe and in closet. Area was inspected by Facilities, Maintenance, and Safety. 	<ul style="list-style-type: none"> • Corrective action. Remove unsafe ladder from service. Instructed employee on hazard associated with ladders. Monthly tip was ladder safety. Have discussion with maintenance about tool inspection procedures. • No further action required. Employee had a preexisting condition. • No further action required. • No further action required. • Suspect mold was cleaned with mold armor by Facilities. No further action required.
Safety Policy Review	<p>Topic: Discussion on RMU Lab Policy #LS 1.2 Chemical Hygiene</p>	<ul style="list-style-type: none"> • Changes made the Policy <ol style="list-style-type: none"> 1. Followed GHS System and added SDS to all MSDS references.

Safety Policy Review (Cont.)		<ol style="list-style-type: none"> 2. Removed reference to Chemical Hygiene officer in Engineering controls 3. Remove reference to Glove Boxes 4. Require module refresher training for all employees that have responsibilities in lab next fall. 5. Follow up with annual safety committee review about signature compliancy.
Monthly Safety Tip	Safety Tip(s) suggestions- <ul style="list-style-type: none"> • Kristina suggested safety tip on tick awareness 	<ul style="list-style-type: none"> • Committee agree to use tick awareness as safety tip in HR newsletter.
Safety Committee Certification Renewal	Annual Safety Committee Certification is due for renewal	<ul style="list-style-type: none"> • Jamey and Tim to complete submission within the next 30 days.
Expanded Topic	Drug Take Back Initiative	<ul style="list-style-type: none"> • Public Safety completing the Drug Tack Back Initiative on campus
Other Items	Light Study <ul style="list-style-type: none"> • Discussion about scope needed for campus lighting issues 	<ul style="list-style-type: none"> • Monthly PM created by maintenance to check for inoperable lighting. Work order then created to repair the light. Annual Hazard Surveillance to be scheduled with Facilities and Resident Life. To review lighting needs across campus.
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • March Minutes Approved.

Safety Committee Meeting Minutes

Tuesday, May 31, 2022

Last Meetings Attendees: Tim Kirsch, Paul Badge, Mary Fecko, David Hanson, Liz Holt, Maureen Keefer, Jamey Koss, Leo Laffey, Michael Schilinski, Laura Todd

Not Available: Kristina Mankey

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed April 2022 incidents:</p> <ul style="list-style-type: none"> • Employee Incidents- <ul style="list-style-type: none"> • Employee had medical episode on way to work. Stopped at Health Center before starting shift. • • Student- <ul style="list-style-type: none"> • Student fell out of bed and broke clavicle bone. • Facilities and Res Life inspected the room and spoke with student. No deficiencies where found. • The bed was within standards and set to policy. 	<ul style="list-style-type: none"> • No further action required. • No further action required.
Safety Policy Review	<p>Topic: Discussion on RM Golf Cart and Service Vehicle Policy # PS 1.1</p>	<ul style="list-style-type: none"> • Student Life to be added to Departments that may use vehicles due to rentals. • Discuss with Public Safety the need for registration decal. • Policy to be updated and distributed to relevant departments.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • June 01-07 CPR Awareness week. 	<ul style="list-style-type: none"> • Committee agree to use CPR awareness as safety tip in HR newsletter.
Expanded Topic	<p>Maureen discussed the new Omni Alert System</p>	

	<ul style="list-style-type: none"> • Omni Alert is a phone app that will replace blue poles on Campus. • Was distributed in April newsletter. 	<ul style="list-style-type: none"> • Distribute in news letter again closer to Fall Semester 2022.
Other Items	<p>Light Study</p> <ul style="list-style-type: none"> • Facilities, Rec Life, and Public Safety conducted light study on May 25, 2022 <ul style="list-style-type: none"> ▪ Walked around Residential area of campus and took numerous light readings. ▪ Identified approximately 17 lights that are out ▪ Identified areas suspect of needing additional lighting 	<ul style="list-style-type: none"> • Tim and Jamey to review areas of suspect lighting with Maintenance to asses potential opportunities to improve lighting levels by replacing existing lights with LED or similar option. • Continue with rest of Campus once residential area has been addressed.
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • April Minutes Approved.

June Safety Committee Meeting Minutes

Tuesday, June 23, 2022

Last Meetings Attendees: Tim Kirsch, Paul Badge, Mary Fecko, Liz Holt, Maureen Keefer, Jamey Koss, Leo Laffey, Hannah Marsters, Michael Schilinski, Laura Todd

Not Available: David Hanson, Kristina Mankey

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed May 2022 incidents:</p> <ul style="list-style-type: none"> • No employee Incidents/Injuries were reported • Maintenance was repairing an electrical motor in Madison Hall. The motor started to smoke during the initial start up process. Maintenance discharged a fire extinguisher on the electrical motor. 	<ul style="list-style-type: none"> • Equipment (motor) issues were addressed. • Replaced fire extinguisher. • No further action required.
Safety Policy Review	<p>Topic: Discussion on Compressed Gas Cylinders.</p> <ul style="list-style-type: none"> • Policy was distributed/reviewed by committee • No procedural changes were recommended. • Was recommended to distribute the policy to relevant departments for feedback. • Update signatures on page 5. 	<ul style="list-style-type: none"> • Jamey to distribute policy in relevant departments for review. <ul style="list-style-type: none"> • ISC- Dave Hanson • Wheatley- Jon Radermacher • Facilities- Matt Hyatt • Engineering Lab- Gabe Cottrell
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • July- Heat stroke and exhaustion awareness • Heat Stroke info and prevention materials were distributed/reviewed by the committee. 	<ul style="list-style-type: none"> • Committee agreed to use the CDC and Osha heat awareness bulletin as safety tip in HR newsletter.
Expanded Topic	<p>Laura discussed the employee ready for work topic</p> <ul style="list-style-type: none"> • Creating awareness to employees about coming to work if sickness, fatigue, medications, and stress • Awareness that coming to work under these conditions does not address the problem 	<ul style="list-style-type: none"> • Distribute pamphlet in July newsletter addressing this issue.

	<ul style="list-style-type: none"> • There was also mention of the New Health coach and bringing back the Biometrics Screening 	
Other Items	<p>Committee membership change</p> <ul style="list-style-type: none"> • Hanna Marsters was introduced as a new member to the safety committee. She is replacing Eric Jones as the Athletics Dept. representative. <p>Ammonia Policy</p> <ul style="list-style-type: none"> • Policy was updated in June by committee, following initial review by Safety, Facilities, and ISC Operations. • A review of the plan along with a walk of the facility was conducted with Local Emergency Response Agencies (fire, police, ambulance) on June 15, 2022 	<ul style="list-style-type: none"> • Hanna will need to complete safety committee member training. • Tim to set up meeting with McCarl's and local emergency response to discuss the response actions within the ammonia plant. • Conduct an ammonia alarm drill at the Island Sports Complex
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for May Approved

**June Safety Committee Meeting Minutes
Tuesday, July 28, 2022**

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

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed June 2022 incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • Employee got vacuum cord wrapped around a chair. Coworker tried to untangle the chord by pulling on it, which caused the employee to fall to the ground, injuring the employees' knee. • Student Incidents <ul style="list-style-type: none"> • Student fell out of top bunk of bed while sleeping which caused a fracture to left elbow. • Environmental Incidents <ul style="list-style-type: none"> • Power outage on June 22, 2022 <ul style="list-style-type: none"> • Storm caused power outage for 1hr. • Power interruption at Island Sports Complex on June 29, 2022 <ul style="list-style-type: none"> • Mechanical equipment failure to a fan motor in Ammonia Room, which occurred from faulty power company equipment. 	<ul style="list-style-type: none"> • Talk with employees about awareness to surroundings. No further action required. • Maintenance lowered bunk bed down to single bed. No further action required. • No damages have been identified from this power outage. No follow up required. • Island Sports Complex was evacuated due to the equipment failure in the Ammonia Room • Meeting on site at ISC Ammonia Room with McCarls and First Responders, to discuss the mechanical operations and Ammonia Plan. • Incident to be discussed at future Emergency Management Committee as part of Ammonia Plan “review” and test (drill) of the plan.

Safety Policy Review	No Policy Review this month <ul style="list-style-type: none"> • Fire Procedures Policy to be reviewed in August 	<ul style="list-style-type: none"> • Jamey to distribute policy for review.
Monthly Safety Tip	Safety Tip(s) suggestions- <ul style="list-style-type: none"> • August- Sun Exposure Awareness • Sun Exposure materials were distributed/reviewed by the committee. 	<ul style="list-style-type: none"> • Committee agreed to use the Niosh Sun Exposure Fast Facts bulletin as safety tip in HR newsletter.
Expanded Topic	Mike Schilinski discussed the blue poles being removed and lighting issues on campus.	<ul style="list-style-type: none"> • Blue poles have been removed and replaced with Omni Alert App. • Exterior lighting issues were addressed by replacing bulbs across campus • HF Lens has been retained to asses and give recommendations for identified lighting areas of concern.
Other Items	Suspect mold in Marshal Hall <ul style="list-style-type: none"> • Student reported suspect mold in Marshal Hall. • Tim provided summary of the process/actions followed Parking Lot Identification Signs <ul style="list-style-type: none"> • Leo recommended the need for location identification signs at UPMC Events Center parking lots. 	<ul style="list-style-type: none"> • Student was removed from room until investigation could be conducted. • The area has been cleaned and issue resolved. • Talk with OVG about adding location identification signs in the parking lots.

Old Business		
Reviewed and Approved Minutes		• Minutes for June Approved

**June Safety Committee Meeting Minutes
Monday, August 29, 2022**

Last Meetings Attendees: Mary Fecko, Liz Holt, Tim Kirsch, Jamey Koss, Leo Laffey, Laura Todd

Not Available: Paul Badger, David Hanson, Maureen Keefer, Kristina Mankey, Hannah Marsters, Michael Schilinski,

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	Reviewed July 2022 incidents: <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • None • Student Incidents <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
Safety Policy Review	Policy Review this month <ul style="list-style-type: none"> • Fire Safety Policy <ul style="list-style-type: none"> • Discussed recurring incidents of fire alarms caused by; smoke from cooking, shower steam and other conditions. Tim summarized dates from the past few months – majority from cooking. <ul style="list-style-type: none"> • RMU Ready Plan 	<ul style="list-style-type: none"> • Reviewed policy and made changes <ul style="list-style-type: none"> • Added no covering of smoke detectors • Fire Alarm Incidents to be reviewed by Safety Management Committee. • Sgt. Laffey to bring summary of Fire Alarm Incidents to meeting. • RMU Police and Res Life to schedule fire alarm drills. • Tim provided a brief overview of Ready Plan updates and posting from the Emergency Management Committee.
Monthly Safety Tip	Safety Tip(s) suggestions- <ul style="list-style-type: none"> • September- Fire Safety 	<ul style="list-style-type: none"> • Committee agreed to fire safety as monthly tip

		<ul style="list-style-type: none"> • Add reminder to safety tip about locations of pull stations and assembly points
Expanded Topic	<p>Safety in Athletics</p> <ul style="list-style-type: none"> • Hannah sent over athletics sports medicine policies • How students fill out health history and must be cleared by physician prior to participating in any athletic program practices or games. • Conduct preseason baseline concussion test. Important tool throughout the year. • NCAA added Sickle Cell testing this year to help show athletes with pre disposed risk of cardiac complications and dehydration. • Daily monitoring of weather conditions • Use of wet bulb index to gather readings of real feel which include temperature and humidity. 	<ul style="list-style-type: none"> • None
Other Items	Updated Physicians panel added to safety web page.	<ul style="list-style-type: none"> • Send out notification to management about updated physician panel.
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for July Approved

September Safety Committee Meeting Minutes
Thursday, September 22, 2022

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

Not Available: Liz Holt, Maureen Keefer, Kristina Mankey

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	Reviewed August 2022 incidents: <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • Employee struck hand with hammer while putting stake in ground. • Employee was stung by a bee. • Employee reported near miss of a chair breaking. • Student Incidents <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Employee went to Med Express and received stiches. • Exterminator called and sprayed for bees. • Examine chairs to determine length of service.
Safety Policy Review	Policy Review this month <ul style="list-style-type: none"> • Universal Waste Policy 	<ul style="list-style-type: none"> • Made changes to names of vendors. • Changed references of lead batteries to include cadmium and mercury batteries.
Monthly Safety Tip	Safety Tip(s) suggestions- <ul style="list-style-type: none"> • October- Drivers Safety 	<ul style="list-style-type: none"> • Committee agreed use Osha's Safe Driving Practices for Employees pdf. • Will have Colonial Central distribute at beginning of October.
Expanded Topic	Res Life had CA safety training along with fire alarm drills.	<ul style="list-style-type: none"> • None
Other Items	Falcon Electric conducting Arc Flash Training for Facilities Maintenance employees	<ul style="list-style-type: none"> • None

	<p>Mike Schilinski reported a door at UPMC Event Center not working properly</p> <p>Dave Hanson reported that the installation of a Knox Box at rear entrance to the ammonia room has been completed.</p> <p>Henderson Brothers to complete annual safety committee member training in month of November.</p> <p>New Hire education/training.</p>	<ul style="list-style-type: none"> • Tom Harman made adjustment to doors • None • Meeting scheduled for November 17th • Human Resources and Safety Services will work on education/training information for New Employee Orientation.
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for August Approved

September Safety Committee Meeting Minutes

Thursday, October 27, 2022

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

Not Available: Mary Fecko

Agenda Item	Discussion	Actions/Outcomes
New Business		
New Member	Daijah Darden introduced as new member to Safety Committee. She is the Area Coordinator for the office of Residence Life.	<ul style="list-style-type: none"> • None.
Incident Review	<p>Reviewed September 2022 incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • Employee made turn on sidewalk when their heel twisted into the dirt causing right ankle injury. • Student Incidents <ul style="list-style-type: none"> • During recreational basketball a student jumped up and grabbed the rim. This caused the student to injured shoulder. • During a how to handle needles properly Nursing class a student stuck themselves with the needle while trying to put the cap back on. • While lifting weights a student dropped a 45lb dumbbell on their finger which caused a laceration. 	<ul style="list-style-type: none"> • Employee went to Med Express and x-rays where taken. Follow up was scheduled with Orthopedic Specialist Dr. McGann. • Student dislocated shoulder. Resident Life will follow up with student. • Student was reinstructed on proper needle handling procedures. • First Aid was administered. Resident Life will follow up with student.
Safety Policy Review	<p>Policy Review this month</p> <ul style="list-style-type: none"> • Guidelines for Disposal of Sharps and Broken Glass <ul style="list-style-type: none"> • Add purpose and scope to policy 	<ul style="list-style-type: none"> • Change policy to add clarity as it relates to Science Lab.
Monthly Safety Tip	Safety Tip(s) suggestions-	

	<ul style="list-style-type: none"> November- Outdoor Electrical Safety 	<ul style="list-style-type: none"> Committee agreed to use NFPA Outdoor Electrical Safety tip. Will have Colonial Central distribute at beginning of November.
Fire Alarm Report	<p>Sgt. Laffey summarized September Fire Alarm incidents</p> <ul style="list-style-type: none"> Total - 42 alarms 	<ul style="list-style-type: none"> Facilities following up with Fire Fighters to investigate potential options to reduce steam related alarms in Salem.
Expanded Topic	<p>Security Tips</p> <ul style="list-style-type: none"> Protect keys by not keeping in plain sight Keep offices locked <p>Active Shooter</p> <ul style="list-style-type: none"> Create awareness and training for possible active shooter incident 	<ul style="list-style-type: none"> Use as a safety tip Chief James offering active shooter training.
Other Items	<p>Sharps container use for students</p> <ul style="list-style-type: none"> Where containers should be located for students. <p>AED Units</p> <ul style="list-style-type: none"> Question was brought up whether Fire Fighters was still putting inspection dates on AED units? 	<ul style="list-style-type: none"> Student Life to look through Guide to Resident Life policy and see if this topic is addressed. Follow up with at next meeting. Vendor is conduction monthly inspections but Safety will follow up.
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for September Approved

**Safety Committee Meeting Minutes
November 17, 2022**

Last Meetings Attendees: Tim Kirsch, Jamey Koss, Paul Badger, Daija Darden, Dave Hanson, Mary Fecko, Maureen Keefer, Leo Laffey, Kristina Mankey, Hannah Marsters, Michael Schilinski, Laura Todd

Not Available: None

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

**December Safety Committee Meeting Minutes
Tuesday, December 20, 2022**

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

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed October 2022 incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • None • Student Incidents <ul style="list-style-type: none"> • During recreational football a student injured his knee when he tried to make a cut. • During recreational football a student was running towards the sideline and slipped on concrete, rolling their ankle. • During recreational football a student injured their shin while trying to catch a football. <p>Reviewed November 2022 Incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • Cut left hand thumb web with multitool. • Student Incidents <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None • Student went to Med Express. Follow up was scheduled for an MRI. Resident Life will follow up with student. • Student went to Sewickley Valley for assessment which included x-rays. It was determined as a sprain. Resident Life will follow up with student. • Student went to Sewickley Valley for assessment which included x-rays. It was determined as a possible membrane tear. Follow up was scheduled for an MRI. Resident Life will follow up with student. • Employee was taken to Med Express for assessment where they received first aid. Employee was re-instructed on proper handling of tool. • None

	<ul style="list-style-type: none"> • Fire Incident at Island Sports Complex <ul style="list-style-type: none"> • Dave Hanson summarized the fire incident of 10/28/22 and subsequent actions. An incident debrief was conducted and also presented to the emergency Management Committee. 	<ul style="list-style-type: none"> • No further actions.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • January- Carbon Monoxide Exposure 	<ul style="list-style-type: none"> • Committee agreed to use CDC Carbon Monoxide PDF as safety tip. • Jamey will have Colonial Central distribute at beginning of January.
Fire Alarm Report	<p>Sgt. Laffey summarized September Fire Alarm incidents</p> <ul style="list-style-type: none"> • Total - 12 fire alarms • Fire Incident at RMU Football game. <ul style="list-style-type: none"> • Unattended Tent caught fire in Tailgate Alley outside Washington Hall 	<ul style="list-style-type: none"> • None • RMU Police used 1 extinguisher to knock down the fire. Moon Fire responded and extinguished the hot ambers.
Safety Policy Review	<p>Safe handling of Peroxide Forming Chemicals to be discussed at the January 2023 meeting.</p>	
Expanded Topic	<p>Salem Hall Smoke Head Relocations</p> <ul style="list-style-type: none"> • Jamey updated the committee on the relocation of smoke heads in Salem Hall. • Moon Twp. Fire advised RMU that this issue needed addressed. 	<ul style="list-style-type: none"> • Fire Fighter Sales and Services developed a plan to relocate smoke heads in several suites. The plan was approved by Moon Twp. (AHJ). These relocations are due to steam issues stemming from the smoke head locations in front of the hallway bathrooms. These relocations are limited to the ADA sweets and 13 other sweets. These relocations are based on available data at the time.

Other Items	Acid Neutralization Tank at John Jay <ul style="list-style-type: none"> • Paul brought up issue of the acid neutralization tank overflowing at John Jay. 	<ul style="list-style-type: none"> • Clean Harbors changed profile of the stone they use in the tank. They increased the size around the inlet to allow more water flow into the tank.
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for October Approved • Minutes for November Approved