

January Committee Meeting Minutes
Thursday, January 23, 2025

Last Meetings Attendees: Ashley Deahl, Tucker DeCasere, Paul Dewey, Mary Fecko, Tim Goldinger, Samuel Goodge, Christopher Janicki, Beth Kampsen, Jamey Koss, Laura Todd, Jeffrey Mitchell

Not Available: David Hanson

Guest: Maura Clark-Karenbauer

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed December incidents:</p> <ul style="list-style-type: none">Employee Incidents<ul style="list-style-type: none">Strength and Conditioning Coach was working on squats with an athlete from softball. The coach was spotting for the athlete while they were attempting to conduct a squat exercise with an Olympic barbell. The athlete stumbled and dropped the barbell which crushed the coach's finger.Professor was conducting a demonstration on the difference between near and far vision. They were walking backwards during the demonstration and tripped on the leg of a desk. <p>Reviewed December Fire Alarm Incidents</p> <ul style="list-style-type: none">December Calls<ul style="list-style-type: none">Total Calls (11)Cooking (8)Unknown (2)False Alarm (1)	<ul style="list-style-type: none">Employee was sent by ambulance to hospital. The crushed part of the finger was not salvageable and was amputated off at the distal interphalangeal joint. The employee was off work for 6 days. Strength and Conditioning Coaches were reinstructed on proper techniques for spotting athletes while lifting. Two athletic coaches are required when spotting athletes that are conducting squat exercises.Employee injured right wrist and lower back. They did not seek any medical treatment.Project to replace smoke detectors in Salem Hall was started over Christmas break. Project scheduled to be completed over spring break.

Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> Jamey provided a safety tip on driving in wintery weather. <ul style="list-style-type: none"> All in favor. 	<ul style="list-style-type: none"> Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for February once approved.
Safety Policy Review	<p>Confined Space Policy</p> <ul style="list-style-type: none"> Policy was distributed and reviewed by committee members No recommended changes. 	<ul style="list-style-type: none"> Share Confined Space Policy with Maintenance Dept for their review. Safety Services to update policy on safety web page.
Expanded Topic	<p>Washington Hall Air Quality</p> <ul style="list-style-type: none"> Student in Washington Hall expressed concerns of possible mold issue in D Tower Room 441 	<ul style="list-style-type: none"> Hired outside contractor CIH to conduct investigation and conduct air sampling. The report showed no visible signs of mold on any surface in the room. Airborne spore counts found to be below the recommended guidelines.
New/Other Business	N/A	N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for December Approved.

February Committee Meeting Minutes
Thursday, February 27, 2025

Last Meetings Attendees: Ashley Deahl, Tucker DeCasere, Paul Dewey, Mary Fecko, Samuel Goodge, Christopher Janicki, Beth Kampsen, Jamey Koss, Laura Todd, Jeffrey Mitchell

Not Available: Tim Goldinger, David Hanson

Guest: Maura Clark-Karenbauer

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed January incidents:</p> <ul style="list-style-type: none">Employee Incidents<ul style="list-style-type: none">Men's Basketball Manager was conducting practice drills with the team at an away game at University of Oakland. During the practice a manager was attempting to rebound a ball when the ball hit their finger causing it to hyperextend.Video Manager was conducting practice drills with basketball team at UPMC Event Center. During the practice a manager was attempting to post up on a player when they fell and got tangled up with the player. This resulted in an injury to the Manager's left knee. <p>Reviewed January Fire Alarm Incidents</p> <ul style="list-style-type: none">January Calls<ul style="list-style-type: none">Total Calls (31)Cooking (22)Unknown (4)Motor (2)Candles (1)Maintenance(1)Sprinkler (1)	<ul style="list-style-type: none">Employee saw athletic trainer who sent them to Med Express for x-rays. Hand was placed into a splint.Employee saw athletic trainer who gave them a brace to wear on their knee.Project to replace smoke detectors in Salem Hall was started over Christmas break was completed. Safety Services to follow up with Res Life on trying to reduce cooking calls.

Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> Jamey provided a safety tip on chemicals in the workplace. <ul style="list-style-type: none"> Recommended changes to the wording. Recommendation to include chemicals with fragrances 	<ul style="list-style-type: none"> Safety Services will have Branding Department approve revised Safety Tip. Colonial Central to distribute Safety Tip for March once approved.
Safety Policy Review	<p>Golf Cart and Service Vehicle Safety Policy</p> <ul style="list-style-type: none"> Policy was distributed and reviewed by committee members <ul style="list-style-type: none"> No recommended changes. 	<ul style="list-style-type: none"> Share Golf Cart and Service Vehicle Safety Policy with Director of Grounds for their review. Safety Services to update policy on safety web page.
Expanded Topic	<p>Sam shared concern about the condition of steps leading to rear parking lot of Yorktown.</p>	<ul style="list-style-type: none"> Safety Services placed warning cone on step to communicate hazard. Facilities to address issue once weather is permittable.
New/Other Business	N/A	N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for January Approved.

March Committee Meeting Minutes
Thursday, March 27, 2025

Last Meetings Attendees: Jarod Broderick, Ashley Deahl, Tucker DeCasere, Paul Dewey, Tim Goldinger, David Hanson, Christopher Janicki, Beth Kampsen, Jamey Koss, Laura Todd,

Not Available: Mary Fecko, Sam Goodge, Jeffrey Mitchell

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed February incidents:</p> <ul style="list-style-type: none"> Employee Incidents <ul style="list-style-type: none"> Employee was exiting room in UPMC Locker Room and bent down beneath some jerseys that were hanging. When the employee attempted to stand back up, they struck their head off the door closure, causing a laceration to the scalp. Employee was attempting to remove ice from step with their foot and felt a strain in their knee. Employee was walking from Hale parking lot into work and slipped on ice at bottom of step. Student Incidents <ul style="list-style-type: none"> Student injured knee during Intramural Basketball game. Student rolled ankle during Intramural Sporting event. 	<ul style="list-style-type: none"> Employee saw athletic trainer who took them to Heritage Valley Hospital for treatment. They received staples in the scalp to close the wound. Employee did not require any medical treatment. They will use snow shovel for any snow removal procedures in the future. Employee did not require any medical treatment. The employee marked the area with a warning cone and salted area. They notified Facilities of the condition. Facilities conducted an assessment across campus to identify if any other conditions may exist. Student put ice on knee and required no further medical treatment. Student had foot wrapped at Health Center and required no further medical treatment.

	<ul style="list-style-type: none"> • Student received cut to forehead/nose/eyebrow during Intramural Sporting event. • Student rolled ankle during Intramural Sporting event. • Student injured thumb during Intramural Sporting event. • Student was walking from School of Business to Hale and slipped on walkway due to ice. • Student was coming to class and parked in Wheatley parking lot and slipped on large sheet of ice on walkway in front of Saxby entrance. • Student was conducting clinicals off campus had needle stick incident to left thumb while attempting to remove butterfly needle from a patient. <p>Reviewed February Fire Alarm Incidents</p> <ul style="list-style-type: none"> • February Calls <ul style="list-style-type: none"> • Total Calls (31) • Cooking (27) • Unknown (3) • Marijuana (1) 	<ul style="list-style-type: none"> • Public Safety was called to clean up blood from incident. • Public Safety was called and student was given an ice pack. No further medical treatment was required. • Student had finger wrapped and ice on injury at Student Health Center. Student was informed to have x-ray taken of injury. • Student received bruising and scratches to the knee. No medical treatment was required. • Student received injuries to neck, nose, knee and elbows. The walkway was not treated at time of incident. • Student did not activate safety device immediately during removal. Student to follow clinical site procedures for needle sticks. • Res Life distributed announcement to residents on Fire Alarm safety and tips on cooking. Res Life and Facilities will review possible permanent signage placements in kitchenettes across campus cooking tips.
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Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Jamey provided a safety tip on acts of workplace violence. <ul style="list-style-type: none"> ▪ Recommendation to include Employee Assistance Program number in announcement. 	<ul style="list-style-type: none"> • Safety Service to follow up with HR and Public Safety on recommendations for safety tip. Safety Services will have Branding Department approve revised Safety Tip. Colonial Central to distribute Safety Tip for April once approved
Safety Policy Review	<p>Fall Prevention and Protection Policy</p> <ul style="list-style-type: none"> • Policy was distributed and reviewed by committee members <ul style="list-style-type: none"> • No recommended changes. • Conversation on which departments may be at risk but not aware of Policy. <ul style="list-style-type: none"> ▪ IT Department was identified as area that may require more training. 	<ul style="list-style-type: none"> • Safety Services to follow up with IT department to identify employees who require fall protection training. • Safety Services to update policy on safety web page.
Expanded Topic	<p>Jeff shared concern about the condition of railing leading to front of John Jay entrances.</p> <ul style="list-style-type: none"> • Facilities to access condition of railing and make recommendations. <p>Jeff shared concern of lift elevator not operating properly in John Jay Annex.</p> <ul style="list-style-type: none"> • Facilities to access condition of elevator and make recommendations. 	<ul style="list-style-type: none"> • Facilities to address issue based on condition assessments. • Facilities will create WO and have elevator inspected.
New/Other Business	N/A	N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for February Approved.

March Committee Meeting Minutes

Thursday, April 24, 2025

Last Meetings Attendees: Jarod Broderick, Tucker DeCasere, Mary Fecko, Sam Goodge, Beth Kampsen, Jamey Koss, Jeffrey Mitchell

Not Available: Ashley Deahl, Paul Dewey, Tim Goldinger, David Hanson, Christopher Janicki, Laura Todd

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed March incidents:</p> <ul style="list-style-type: none">Employee Incidents<ul style="list-style-type: none">Employee conducting goalie drills during lacrosse practice and felt a pop in their wrist.Student Incidents<ul style="list-style-type: none">Student rolled and had abrasion to their elbow and injured ankle during Intramural Sporting event.Student was playing recreational basketball and sustained injury to their nose. Another player had kicked the ball and it hit the student in their face.Student developed leg cramp during intramural sports. <p>Reviewed March Fire Alarm Incidents</p> <ul style="list-style-type: none">March Calls<ul style="list-style-type: none">Total Calls (36)Cooking (27)Unknown (6)Curling Iron (1)Generator (1)Steam (1)	<ul style="list-style-type: none">Employee saw athletic trainer and team doctor and was given ice and a wrap for their wrist. The employee followed up with physical therapy.First aid kit was provided to student and required no further medical treatment.Student to follow up with PCP due to prior injury.Student took break until cramp subsided and returned to game.Continue to monitor.

Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Jamey provided a safety tip on CPR/AED. <ul style="list-style-type: none"> ▪ Beth questioned who was trained on campus for CPR/AED incidents and the possibility of expanding training to include other employees. 	<ul style="list-style-type: none"> • RMU Police, RMU Athletic Trainers, and Health Center were identified as first responders and users of AEDs and are required to complete training. • RMU Nursing Department provides voluntary training across campus annually for employees. • Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for May once approved.
Safety Policy Review	<p>Key Access and Controls</p> <ul style="list-style-type: none"> • Policy was distributed and reviewed by committee members • Discussion about changing section on how student residents access keys/swipe cards. 	<ul style="list-style-type: none"> • Facilities to review policy with Res Life and make updates how the student residents access key and swipe cards. • Safety Services to update policy on safety web page.
Expanded Topic	<p>Jamey shared Wheatley Hazard Surveillance Inspection Report with committee.</p> <ul style="list-style-type: none"> • Discussed typical items found during hazard surveillance inspections. <p>Jamey shared details for summer Patrick Henry ADA project.</p> <ul style="list-style-type: none"> • Discussed areas of impact. 	<ul style="list-style-type: none"> • No further action required. • No further action required.
New/Other Business	N/A	N/A
Old Business		

Reviewed and Approved Minutes		<ul style="list-style-type: none">• Minutes for March Approved.
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March Committee Meeting Minutes

Thursday, May 29, 2025

Last Meetings Attendees: Jarod Broderick, Ashley Deahl, Paul Dewey, Tim Goldinger, David Hanson, Mary Fecko, Sam Goodge, Christopher Janicki, Beth Kampsen, Jamey Koss, Jeffrey Mitchell, Laura Todd

Not Available: Tucker Decasere

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed April incidents:</p> <ul style="list-style-type: none">Employee Incidents<ul style="list-style-type: none">A student's vehicle struck a university owned vehicle.The student did not clear their windshield prior to moving the vehicle.Soccer coach was participating in practice when a ball hit them in the face.Employee had a plastic cover from the door closure assembly fall off and hit them in the head. <p>Student Incidents</p> <ul style="list-style-type: none">Student was hit in arm by Z-Trip Bussing company outside of Yorktown.Two students were walking on a mean (designed for only one) side by side.. The driver's mirror made contact with student's arm. The driver was driving under posted speed limit.Student injured ankle while playing football during Greek Week at JWS.Student was hit in nose by other player during foot ball during Greek Week.	<ul style="list-style-type: none">NoneNoneThe employee sustained no injuries. Facilities inspected door and replaced plastic cover.NoneNoneThe student who struck her was removed from competitive Greek Week events due to aggressive play.

	<ul style="list-style-type: none"> • A Student hyperextended their knee during Greek Week football event. • Student rolled ankle during Greek Week football game. • Student injured finger during Greek Week football game. • Student injure finger during Greek Week tug of war competition. • Student sustained cut/abrasion on elbow during Greek Week kickball game. 	<ul style="list-style-type: none"> • Ice was provided by Valley Ambulance medic that was on site. The student required no further medical attention. • Ice was provided by Valley Ambulance medic that was on site. The student sought further medical attention at the Student Health Center and received a wrap on their ankle. The student required no further medical attention. • A student sought medical attention at the Student Health Center, and they taped the student's finger. The Health Center recommended that a student undergo an X-ray. • Student sought medical attention at Urgent Care and advised to follow up with Orthopedic provider. The Health Center followed up with Student and gave them a list of Orthopedic providers. • Valley Ambulance was on site and provided first aid supplies. The student required no further medical attention.
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	<p>Reviewed April Fire Alarm Incidents</p> <ul style="list-style-type: none"> • April Calls <ul style="list-style-type: none"> • Total Calls (36) • Cooking (28) • Unknown (5) • Candle (1) • Generator (1) • Steam (1) 	<ul style="list-style-type: none"> • Continue to monitor.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Jamey provided a safety tip on Heat Related Illness. <ul style="list-style-type: none"> ▪ No recommended changes. 	<ul style="list-style-type: none"> • Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for June once approved.
Safety Policy Review	<p>Universal and Regulated Waste Management</p> <ul style="list-style-type: none"> • Policy was distributed and reviewed by committee members • Discussion about changing section on managing oil waste • Discussion on inclusion of E-Waste to policy. 	<ul style="list-style-type: none"> • Facilities to make updates to include secondary containment of oil storage. • Safety Services to update policy on safety web page.
Expanded Topic	<p>Jamey shared update on storm/electrical outage</p> <ul style="list-style-type: none"> • Discussed issues/concerns associated with electrical outage. <ul style="list-style-type: none"> ▪ Res Life had issues with students gaining access to dorms during electrical outage. • Tim shared concerns of wooden door wedges causing tripping hazards. <ul style="list-style-type: none"> ▪ Facilities has a zero wood wedge policy use in place. 	<ul style="list-style-type: none"> • Communicate issues/concerns with Access and Controls. • Review with Facilities on use of door wedges policy and areas that require supervision.

	<ul style="list-style-type: none"> Tim shared concerns with controlling student access to areas that require supervision. 	<ul style="list-style-type: none"> Communicate to Athletics concerns of students accessing areas without required supervision
New/Other Business	N/A	N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for April Approved.

June Committee Meeting Minutes
Thursday, June 26, 2025

Last Meetings Attendees: Jarod Broderick, Tucker Decasere, Paul Dewey, Christopher Janicki, Beth Kampsen, Jamey Koss, Jeffrey Mitchell, Laura Todd

Not Available: Ashley Deahl, Tim Goldinger, David Hanson, Mary Fecko, Sam Goodge,

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed May incidents:</p> <ul style="list-style-type: none"> Employee Incidents <ul style="list-style-type: none"> Employee struck door hinge with pinky finger causing minor laceration. Student Incidents <ul style="list-style-type: none"> Student scraped their knee during intramural hockey game at the Student Rec Center. Student was struck in the groin with a hockey ball during an intramural hockey game at the Student Rec Center. Student slipped and hit their hand on the ground during an intramural hockey game at the Student Rec Center. <p>Reviewed May Fire Alarm Incidents</p> <ul style="list-style-type: none"> May Calls <ul style="list-style-type: none"> Total Calls (24) Cooking (15) Unknown (5) Backpack (1) Contractor (3) 	<ul style="list-style-type: none"> The employee administered self first-aid and did not require medical attention. Facilities inspected door hinge and found no defects. Student was offered first aid but declined. MyHealth Center followed up with student and he claimed to be fine. Student did not return to game. MyHealth Center reached out to student but received no response. MyHealth Center reached out to student and they communicated that they are doing fine. Continue to monitor.

Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> Ashley provided a safety tip on Lyme Disease . <ul style="list-style-type: none"> Recommendation was made to include verbiage that medical care was available at the MyHealth Center. 	<ul style="list-style-type: none"> Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for July once approved.
Safety Policy Review	<p>Bloodborne Pathogens Policy</p> <ul style="list-style-type: none"> Policy was distributed and reviewed by committee members No recommended updates. 	<ul style="list-style-type: none"> Safety Services to update policy on safety web page.
Expanded Topic	<p>Chris Janicki</p> <ul style="list-style-type: none"> Discussed issues/concerns associated with storage in electrical closets <ul style="list-style-type: none"> Issues gaining access to electrical panels due to excessive storage in electrical closets. Jamey said that these items are being wrote up during hazard surveillance nspections. 	<ul style="list-style-type: none"> Extra attention to mechanical closets during hazard surveillance inspections.
New/Other Business	N/A	N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for May Approved.

July Committee Meeting Minutes
Thursday, July 24, 2025

Last Meetings Attendees: Paul Dewey, Mary Fecko, Tim Goldinger, Christopher Janicki, Beth Kampsen, Jamey Koss, Laura Todd
Not Available: Jarod Broderick, Tucker Decasere, Ashley Deahl, Sam Goodge, David Hanson, Jeffrey Mitchell

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed June incidents:</p> <ul style="list-style-type: none"> Employee Incidents <ul style="list-style-type: none"> No incidents reported for the month of June. Student Incidents <ul style="list-style-type: none"> No incidents reported for the month of June. <p>Reviewed June Fire Alarm Incidents</p> <ul style="list-style-type: none"> June Calls <ul style="list-style-type: none"> Total Calls (19) Cooking (9) Unknown (8) Roof top units (2) 	<ul style="list-style-type: none"> N/A N/A (7) Unknow related alarms were due to communication issue related to a communication issue with Guardian. This issue was resolved through Guardian. Signs conveying fire safety tips related to cooking are to be hung in Resident Halls containing stoves. Resident Life reviewed safety tip and approved. Continue to monitor.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> Jamey provided a safety tip on Fire Safety . <ul style="list-style-type: none"> No recommended changes. 	<ul style="list-style-type: none"> Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for August once approved.

Safety Policy Review	Ammonia Policy <ul style="list-style-type: none"> • Policy was distributed and reviewed by committee members • Paul communicated that contact information needed updated. 	<ul style="list-style-type: none"> • Safety Services to review policy with ISC Operations and Maintenance. • Safety Service will make updated changes to the policy and post updated version on safety web page.
Expanded Topic	Jamey Koss <ul style="list-style-type: none"> • Discussed annual inspections across campus. <ul style="list-style-type: none"> ▪ Grunau conducts fire alarm inspections, emergency lighting inspections, and sprinkler inspections on all buildings across campus. 	<ul style="list-style-type: none"> • No further action required.
New/Other Business	N/A	N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for June Approved.

August Committee Meeting Minutes
Thursday, August 28, 2025

Last Meetings Attendees: Jarod Broderick, Ashley Deahl, Tucker Decasere, Paul Dewey, Mary Fecko, Sam Goodge, David Hanson, Beth Kampsen, Jamey Koss, Jeffrey Mitchell, Laura Todd

Not Available: Tim Goldinger, Christopher Janicki

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed July incidents:</p> <ul style="list-style-type: none">Employee Incidents<ul style="list-style-type: none">Employee injured ankle while cleaning men's restroom at Island Sports Complex Ice Arena.Employee hyperextended their right knee playing pickleball during a wellness event at the Rec Center. Ice was given by athletic trainer during the event.Student Incidents<ul style="list-style-type: none">No student incidents were reported in the month of July. <p>Reviewed July Fire Alarm Incidents</p> <ul style="list-style-type: none">July Calls<ul style="list-style-type: none">Total Calls (16)Cooking (10)Unknown (2)Contractor (2)Marijuana (1)Heater/Dust (1)	<ul style="list-style-type: none">Employee sought treatment at UPMC Urgent Care and injury was determined to be a foot sprain. The employee was off for 9 days due to injury.Employee sought treatment at UPMC Presbyterian Emergency Room. Injury resulted in PCL tear to the knee.N/ASafety Services to follow up with Public Safety on marijuana incident in Washington. Public Safety will review video footage to try and determine who the perpetrator was.Cooking safety tip signs for the resident hall with kitchens were sent out to a vendor to be printed. Safety Services will distribute them once they have been received from vendor.Continue to monitor.

Monthly Safety Tip	Safety Tip(s) suggestions- <ul style="list-style-type: none"> No safety tips to be distributed until further review of process by Oversight Committee. 	<ul style="list-style-type: none"> N/A
Safety Policy Review	The Control of Hazardous Energy (Lockout/Tagout) <ul style="list-style-type: none"> Policy was distributed and reviewed by committee members Committee had no comments. 	<ul style="list-style-type: none"> Safety Services to review policy with Maintenance Dept. Safety Service will make updated changes to the policy and post updated version on safety web page.
Expanded Topic	Dave Hanson <ul style="list-style-type: none"> Discussed how his team at the ISC Ice Rink had a new job/task to perform on the exterior boards of the ice rink. His team conducted a hazard assessment of the task and identified all PPE that would be required. The task was completed successfully, and no injuries occurred. 	<ul style="list-style-type: none"> No further action is required.
New/Other Business	N/A	N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for July Approved.

September Committee Meeting Minutes
Thursday, September 25, 2025

Last Meetings Attendees: Jarod Broderick, Ashley Deahl, Tucker Decasere, Paul Dewey, Mary Fecko, David Hanson, Christopher Janicki, Beth Kampsen, Jamey Koss, Jeffrey Mitchell

Not Available: Sam Goodge, Tim Goldinger, Laura Todd

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed August incidents:</p> <ul style="list-style-type: none">Employee Incidents<ul style="list-style-type: none">An employee was injured during the annual RMU employee softball game. They were advancing from first base to second base and were hit with a softball. The employee had a laceration beside their eye.An employee was attending an event in Wheatley for doctoral students. The fold out chair broke when they sat down. Parkhurst was responsible for setting up the event.Student Incidents<ul style="list-style-type: none">Two students were driving onto campus and vehicle lost its brakes at the stop sign in front of Barry Center. The vehicle rolled backwards, and the passenger jumped out of vehicle. The vehicle continued down the hill toward the Event Center and struck a retaining wall.Two student vehicles collided in front of Washington/Lexington during move in. Traffic was restricted to one lane due to parked vehicles.	<ul style="list-style-type: none">An RMU Trainer examined the employee and recommended they seek further medical attention. The employee went to Sewickley hospital where they received stitches.Parkhurst is to validate their process and ensure chairs are inspected prior to use.No injuries sustained due to the incident. Business Operations to follow up with drivers' insurance company for the damage to the retaining wall.No injuries sustained due to incident. Res Life to review vehicle parking procedures during move in.

	<p>Reviewed August Fire Alarm Incidents</p> <ul style="list-style-type: none"> • August Calls <ul style="list-style-type: none"> • Total Calls (22) • Cooking (16) • Unknown (4) • Test Button (1) 	<ul style="list-style-type: none"> • Cooking continues to account for majority of incidents. • Cooking related safety tips were hung in resident halls that contain stoves. • Res Life has started communication campaign to reduce the number of cooking related incidents. • Continue to monitor.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • No safety tips to be distributed until further review of process by Oversight Committee. 	<ul style="list-style-type: none"> • N/A
Safety Policy Review	<p>Compressed Gas Cylinders</p> <ul style="list-style-type: none"> • Policy was distributed and reviewed by committee members • Remove signature section 	<ul style="list-style-type: none"> • Safety Service will make updated changes to the policy and post updated version on safety web page.
Expanded Topic	<p>Paul Dewey- 911 System Updates</p> <ul style="list-style-type: none"> • How 911 operates on campus and upgrades in place to adhere to Kari's Law. This enables 911 to locate callers. <ul style="list-style-type: none"> ○ 911 can determine by building and floor where a call was placed on campus. ○ Tracks the phone if it moves to another location. ○ Can call back caller at location the call was placed from. ○ Still a gap in the Bria mobile softphone system. 911 center unable to track calls placed from laptop computers in which the Bria mobile softphone system is installed on. 	<ul style="list-style-type: none"> • Review Office Safety training video, which can be offered through Vector, with the Safety Committee members. A determination through the Oversight Committee is still pending on which employees should receive this training and frequency of training. • IT to develop action plan to close the gaps on Bria softphone issues.

	<p>Mary – Vaccination Clinic</p> <ul style="list-style-type: none"> Reminder to committee on vaccination clinic that is taking place on campus. The clinic times and dates were communicated through monthly HR Newsletter. <p>Jamey – Yorktown Roof Access</p> <ul style="list-style-type: none"> Colonial Central received a call that a student gained access to Yorktown Roof. Facilities investigated the incident and found the access door to the roof was not operating properly. The door could be opened if enough force was applied. 	<ul style="list-style-type: none"> None Facilities addressed the door issue and the door can no longer be forced open. Public Safety to determine the need for a camera to be placed at the roof entrance.
New/Other Business	<p>Jamey – John Jay Gas Incident</p> <ul style="list-style-type: none"> Public Safety and Maintenance was called to John Jay regarding a possible gas leak. Upon investigation it was discovered that a gas grill was being stored in John Jay 237 and the valve on the gas tank was not turned off. 	<ul style="list-style-type: none"> Public Safety removed the gas tank from the grill and contacted Safety Services about the incident. Safety Services investigated ownership of the grill and discovered the grill to be owned by a fraternity organization on campus. Dean of Students office followed up with fraternity organization and communicated the storage of compressed gas policy on campus and required them to remove the gas grill from John Jay 237.
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for August Approved.