

Staff Assembly Council Minutes

March 2, 2012

Present: Diane Brady, Amy James, Regina Johnson, Lisa Magnarelli, Linda Michels, Tony Poccia, Anne Riffle, and Maureen Scoones

Absent: Jay Bonham

- I. Brian Hansen, Director of Environmental Protection, Safety and Sustainability, joined the Council to discuss the Environmental Health and Safety Committee (EHSC) possibly being a part of the Staff Assembly committees. Brian gave the Council a brief background of the EHSC and how it is becoming a little less necessary because we've gotten better at protection. Last meeting was in the spring of 2010 and was mainly a report of when inspections were done and what the results were. Briefly discussed the annual summer safety drill. Brian is wondering if the EHSC became a part of the Council, would it provide a venue of sorts for employees to discuss Safety issues. Both the Council and Brian agreed that a sitting committee is not necessary. What about giving a presentation at a Staff Assembly meeting in the fall including HERT members and a discussion about Building Coordinators and their responsibilities? Yes all around.

Building Coordinators -- Brian commented that academic buildings can be tough and some buildings have to deal with on an individual basis (Root Hall). Lisa commented that building coordinators should hold a meeting with the people in the building. To which Brian said that the Building Coordinator should be a person of authority, but it doesn't always happen that way. The building coordinators are the front line to getting people out of the building during an emergency, and then Campus Safety takes over, including during testing. Maureen commented that testing is a necessary event that some people see as an inconvenience.

HERT group meetings are once a month. A lot of their procedures are web based. Brian has sent email to building coordinators to remind their "people" of procedures. This includes a link to the web page where all of our procedures are located. The HERT group is also compiling evacuation plans on a building by building basis. Will be putting maps (like of the back of a hotel room door) into each building show how to evacuate.

Amy asked what some other issues were beyond "I'm not sure how to..."? Brian said our main safety issue is slip/trip/fall issues; too much heat, too little heat; can I have a space heater, etc. Brian would like employees to contact him if they have a safety *hazard*. Heat and cold issues are not a safety issue, they are a comfort issues. Comfort issues should be addressed with HR and the Plant. Amy commented that it sounded like education is the big

need. Tony said that the Plant takes safety *very* seriously and that Brian should speak to the Assembly as he does that Plant staff regularly. Brian suggested that August would work well since that is when the Fire Inspections start and that he would also be willing to speak to the Council on a regular basis. Maureen asked if it was possible to create a sort of who do you call when listing for these incidents.

Brian feels like he has cultivated a comfort level with employees so that we don't have any surprise inspections or an OSHA complaint.

Linda asked about what if something even more serious, say a shooting, occurred on campus, do we have procedures for that? Yes, the online procedures detail this. We have the emergency response system that sends out emails, phone calls, text messages, etc., in the event of an emergency of this magnitude. Brian believes that our greatest risk is what happens when the HERT members aren't on the Hill, for example a Saturday at 7pm. But this is why we have the drills and the summer practice drill which is required by the Cleary Act.

Maureen suggested that the Communications Committee could use the "Around the Hill" to announcing safety issues and/or a safety "campaign". Tony and Regina will take the idea to the Committee.

- II. Our next meeting on March 16th, Karen Leach will join us again to discuss ideas for next steps. Please review Google docs with this information. A few ideas...visibility of Senior Staff needs to increase; Karen L.'s suggestion of lunches in the summer (when).

Meeting adjourned at 10:20 a.m.

RPJ