

**MINUTES**  
**HEALTH AND SAFETY SUPPORT SERVICE ENVIRONMENT COMMITTEE**  
Tuesday, February 29, 2000 (Health and Safety Office)

**Members Present:** Kelly Reed (Chair), Shelia Perry, Rodney Carter (for Jeff McCracken), Stephen Pomeroy, Tommy Brickhouse, Hardy White (for Mike O'Brien), James Kea, Mary Crabtree (HSO Liaison), Deborah Howard (HSO Liaison)

**Members Absent:** Polly Johnson, Doretha Alston, Charles Brock

**1. *Introductions & Minutes***

Meeting called to order. Crabtree introduced Deborah Howard as the new Health and Safety Inspector and Liaison for the Support Service Committee

**2. *Report of Support Service Environment***

Workplace Safety Statistics for the 4<sup>th</sup> quarter of 1999 and January 2000

<u>Type of Injury</u>	
Bodily Reactions	14
Falls (all types)	7
Struck by Object/Person	4
Struck Against Object	4
Accident Type/Other	3
Repetitive Motion	3
Caught in/un/between	2
Disease Exposure	1
Contact w/temp ext	1
Rub/Abraded by object	1

From the Bodily Reactions: 5 lifting lumber/equipment/etc., 3 unspecified, 1 twisted body, 1 pulling carpet, 1 opening door, 1 lifting trash (small), 1 lifting trash (large), 1 animal body. From the Falls: 2 stairs, 1 stepped off stage, 1 ladder, 1 wet floor, 1 other, 1 bike.

**3. *Committee Actions***

Crabtree updated the committee on the status of the Ergonomics Team implementation plan. The Ergonomic policy was presented to PUSPC in December and approved. The policy then goes to the Chancellor for approval. The PD118 has been completed for the Ergonomist position. This information has been forwarded to the Associate Vice Chancellor of Auxiliary Services for approval. Once it is approved the position will be forwarded to Position Management. Crabtree has already provided some information to Position Management for research in the classification of the position.

The committee reviewed their goals for 1999 - 2000 and discussed other actions that needed to be taken. The committee raised questions on how the Hazards Management Plan (HMP) was being used. Crabtree explained that the plan provided Health and Safety Office (HSO) with much needed information concerning the different types of operations in the campus community. HSO uses the information to tailor the inspection process, to identify any safety regulation and training needs, and to improve any safety procedures. Crabtree suggested that the committee use the information provided in the plan to identify and implement effective workplace safety procedures like the Shop Safety Talk Sheet. Crabtree suggested that that the committee develops more Safety Talk Sheets based on HMP inspection information and workplace incidents. Since some members were unaware of the HSO - Safety Talk Sheets, Crabtree distributed some to the committee for review. Pomeroy stated that it would be nice if all safety committees reviewed each of the different types of safety sheet developed by HSO whether it pertained to them or not. He suggested that this would be useful in improving communications both internally and externally. The committee agreed with the recommendation. Reed suggested that the Talk Sheets be added to

our web site. Crabtree stated that HSO would be posting the Safety Talk Sheet on the web once the formatting issues have been resolved.

The next committee meeting is scheduled for Wednesday, May 31, 2000 from 11:00 - 12:00 pm in the Health and Safety conference room.

Meeting adjourned at 12:00 pm