

**UNIVERSITY SAFETY AND SECURITY COMMITTEE
MINUTES
April 10, 2014**

Members Present: Meredith Weiss, Lorraine Alexander, Mary Beth Koza, Craig Fletcher, Jeff McCracken, Christopher Payne, David Kaufman, Jennifer Rees, Michael Rolleri, Beverly Errede, Cindy Taylor, Doug Cyr

Members Absent: Matt Brody, Judy Faubert, Bruce Runberg, Dr. Mitchell Picker,

Guests: Mary Crabtree, Deborah Howard

1. Tabletop Exercise & Full-Scale Exercise

Jeff McCracken reported on the recent table top exercise regarding a hazard material spill on Manning Drive. The drill was intended to evaluate the communication both internal and externally of responders to the event. A similar full scale event is scheduled for some time the first week in June. The drills provide the University with the opportunity to prepare for emergency. The exercise will be conducted on a yearly basis.

2. EHS 2014 Goals

Mary Beth Koza presented the 2014 EHS department goals. The goals are structured around intrapreneurship, education, compliance, and growth. She explained that the path of compliance is through communication, collaboration, and customer services.

3. Institutional Biosafety Committee Report

Deborah Howard introduced Dr. Doug Cyr as the new chair for the IBC. A few notable highlights of committee actions includes: "Laboratory Personnel Who Are Working with Neisseria Meningitidis" policy; Surveillance Mechanism for Concerning Behavior/Security Breaches in Limited Access Labs; Toxin Due Diligence Provision; Viral Vector Chapter; and over 500 protocols reviewed. At the end of April, the CDC will be conducting a Tier I review of five labs on campus.

4. Workers' Compensation

Mary Crabtree provided a five year overview of the University workers' compensation experience. Charts were provided on the following: number of near misses, injuries, and illnesses reported; number of lost and restrictive days; number of serious cases (6 or more lost time days); and total expenditures per year. On average the cost for workers' compensation programs is around \$2.2 million. Dr. Kaufman asked how injured statistics were used. Crabtree explained that EHS and the safety subcommittees review incident data to determine where safety educational programs may be needed and/or development of policies/procedures to mitigate future incidents.

5. Mechanical Rooms Usage and Access

Mary Crabtree presented the new policy which provides guidelines for safety work practices due to the inherent dangers and potential hazards associated with various types of complex equipment inside mechanical rooms. Specifically the policy states what is allowed to be stored in a ME room, who grants access, and general housekeeping responsibilities. This policy was derived due to safety concerns raised by the Energy Service Safety Committee to the Hazards Management Committee. To further illustrate worker safety concerns, Crabtree provided the committee with a few pictures of different locations across campus. This policy prohibits departments using the ME room as storage room. Question was raised on how EHS will handle department usage when space was unavailable. Some committee members explain how they rent storage facilities to cover their needs. Crabtree explained that EHS will communicate with departments on possible options but the risk to unlawful storage needs to be mitigated. Another concern raised was with the word "small quantity" under storage and why it could not be more specific. Crabtree responded that the diversity and size of the building ME rooms across campus makes it difficult to state a specific amount. The committee approved the new policy with the provision that the word "small" be evaluated for its effectiveness.

There being no further business, the meeting was adjourned.