**Environmental Health and Safety Committee Minutes**

**October 16, 2019 –Walker Library**

**Members Present:** 15 People attended the meeting. See Sign-in sheet.

**Meeting Discussion:**

1. Greetings and Introductions:
   1. Several new members
2. Review of Committee’s Activities of last year:
   1. Campus Safety hand book updates:
      1. Updated
      2. Current Content Approved
   2. Emergency Operations Plan:
      1. Emergency operations plan to be used as guide book for Campus Crisis
         1. Intent
         2. This is a Formal Document and FEMA Requirement for universities
      2. Emergency Support Functions
         1. 16 Total positions/Roles
         2. Work was done as a cooperative effort of Terry Logan, Chief Peaster, and Several other persons.
         3. Each role is unique to the specific kind of emergency/Crisis.
   3. Campus Case Studies
      1. Training for MTSU Police Department
         1. Active Shooter
         2. Various other kinds of Training.
      2. Lead by Chief Peaster
   4. Hover boards
      1. Updated Standing Policy
      2. Voted to continue 100% Ban
      3. After consideration of fellow Collegiate entities.
      4. After Consideration of Tennessee State Fire Marshal’s Office research
3. EH&S Website
   1. Updated content to divide Department into 3 Divisions
      1. Civil/Environmental Services
      2. Industrial Hygiene and Laboratory Safety
      3. Life Safety and Emergency Management
   2. Provided Link to Campus Safety hand book on all three (3) division Pages
   3. Updated Campus Safety Handbook Verbiage
      1. To include Students visitors and other persons, not just Employees of Middle Tennessee State University
   4. Civil/Environmental Services:
      1. Shelia Huffmire left EH&S to take a position elsewhere.
      2. Katherine Green (*sp*) hired in to take Shelia’s place
         1. First Date of Work is November 4th
      3. A Storm Water Program Co-permit with The City of Murfreesboro
      4. GIS Services
         1. Location of underground utilities both on and around Campus.
   5. Industrial hygiene and Laboratory Safety
      1. Newly Hired-Dr. Ahmed El Souty
         1. Campus Industrial hygienist
      2. List of Accomplishments Read by Mark Hatcher-Industrial Hygiene and Laboratory Safety Manager.
      3. Black house Recovery
         1. 47 Boxes of Artifacts recovered
      4. Hazardous Waste Materials Handling and disposal:
         1. 6000 pounds of materials have been successfully removed.
      5. Training of Applied and Physical Science Department GTA’s
      6. Radiation Safety Handbook Completed
      7. Radiation Safety Committee has formed and is meeting.
4. Safe Colleges and MOU update:
   1. Rollout of Training
   2. Facility Service Chose a specific platform
      1. Safe Colleges ®
      2. Bought 5000 classes and multiple licenses.
   3. MOU for other departments to use platform will be sent to interested departments
   4. Will contain refreshed content on an ongoing basis
   5. Ben Lynch to host Departmental Administrative training.
   6. Data management and Reporting
      1. Has great abilities in these categories
   7. Powerful Tool for University
      1. Ability to capture non-electronic/off-platform Trainings
         1. P.A.S.S. Extinguisher Class
         2. Blood borne pathogen hands on training
         3. Fall protection
      2. Create your own Version of Electronic training sessions and have it capture and record.
   8. Ben Lynch will help but will not be overall Administrator for the platform
      1. Each department will be and have their own.
5. TDEC Storm Water Program Audit & Results:
   1. TDEC Audit
      1. 3 Days in Duration.
         1. City inspection members
         2. State of TN TDEC Inspectors.
      2. 7 years since Previous Audit
         1. Good Remarks from TDEC Auditors
      3. Construction Activity is monitored by City of Murfreesboro
6. Current Capitol projects with Safety related components
   1. Network Loop Upgrade
      1. From 1 Loop of network to 3 Loops of network Connectivity
      2. Allows greater flexibility to connect to network
      3. Allows more Devices to connect to network
   2. Fire Alarm Control Panel upgrades and replacement
      1. 9 Buildings initially identified for upgrade, installation and/or Retrofit.
      2. 7 of 9 Updates Completed
      3. Final 2 to be completed 21 October 2019
      4. Possible addition of 10th Building-Dyslexia Center for upgrade
   3. Smoke Evacuation Systems upgrade and retro Commissioning:
      1. Two Building to have out of Service/End of Service Equipment replaced
         1. John C. Bragg Mass Com Building
         2. Walker Library
      2. Others to have systems Checked, updated then recommissioned
7. Grilling on Campus guidelines:
   1. Drafted for possible requests that do not fall into normal Tailgating Activities category.
      1. Read, commented, requests for correction, Etc.
      2. Understood that any gathering with or without Grilling that has more than 25 people requires a reservation of space and annotation to the Campus-Wide Annual Calendar.
         1. This form and process is an add-on to the Existing reservation process:
            1. Should be written so that if they are Reserving a space on Campus and wish to bring or use a portable Grill this initiates this form. [Smart Forms]

If yes, then form

If no, process not initiated.

* + - * 1. Links from EH&S Life Safety and Emergency management page to Student unions and Event Services
        2. And Vice Versa: Events & Student Unions to EH&S Page.
    1. Add Line for Reservation number from;
       1. Event Services
       2. Student unions
    2. Add Line for compliance with standing “Foods for Sale” procedure/process
  1. Voted On Current Document with agreements to addend as soon as possible
     1. Unanimous vote.
        1. For Adoption
           1. 15 ayes
           2. 0 nays
           3. 0 abstentions

1. Intermediate Life Safety Measures (ILSM) for Construction activity on Campus:
   1. Tabled for future discussion

**Next meeting is Scheduled for January 15th 2020 in Room 475 of the Walker Library**