**Environmental Health & Safety Committee Minutes**

**August 17, 2016 – Walker Library**

**Members Present:** Alan Parker, Joe Whitefield, Doug Brinsko, Fatima Adeyemo, Terry Logan, Carol Boraiko, Rick Chapman, Ben Jones, Ron Malone, Kara Hooper, Jeff Farrar, Brian Holley, Kathy Musselman.

**Smoke Evacuation System Testing**

Smoke evacuation system tests were performed in the Science Building, Student Union Building, Walker Library, Miller Education Center, Bragg Mass Communication, and College of Education. The tests went well and revealed some corrective actions to be taken.

**Highly Visible Vests for Parking Services**

Parking Services employees work (at times, on foot) in high traffic areas and parking lots on campus. Concern was expressed that these employees are not easily seen, and accidents could possibly occur. A suggestion was put on the table for Parking Services employees to wear vests, which would include the department name for identification purposes. It was communicated that when Parking Services employees are booting or towing vehicles, it is standard procedure for those employees to wear a vest. On move-in day, the employees are required to wear a vest. Ticket writers do not wear vests.

**FOCUS Act and Campus Safety Handbook Updates**

As a part of the FOCUS Act, Facilities Services Department (“FSD”) and EH&S are reviewing the policies in the Campus Safety Handbook. Updates are being made, where appropriate. FSD has been reviewing the Campus Safety Handbook for consistency and coverage of outdated material, and for the information to apply not only to employees but also to students and visitors.

As part of the EH&S campus committee policy, all changes to the Campus Safety Handbook must be voted on by the Committee, with a ninety (90) day review period by the Administration before final incorporation into the Handbook.

During the meeting, the Handbook Table of Contents was distributed to Committee members. Revisions were highlighted for review by the committee members. The revised language for the Safety Handbook will be placed in Drop Box the following week for review by all committee members.

Other items discussed on this topic included:

* The event Host/Department is responsible for keeping the risk assessment and waiver documents for groups in addition to contracts and proof of insurance. Evaluation should be made based on the specific events and whether there are minors, safety issues, etc. which may need further review/special forms.
* A Waiver Form/Release of Liability Form should be included in the Campus Safety Handbook.

**The next meeting is scheduled for Wednesday, September 21, 2016 from 1:30-2:30 p.m. in the Walker Library, Room 475.**