**Environmental Health & Safety Committee Minutes**

**December 7, 2016 – Walker Library**

**Members Present**: Alan Parker, Buddy Peaster, Vicki Eastham, Charlie Gregory, Greg Van Patten, Jeff Henderson, Doug Brinsko, Shelia Knight

This meeting provided a summary of topics discussed and actions taken during the last year for the new Committee members including:

* General campus safety
* AED policies
* Fire drills – Campus Housing has fire drills twice per year. Efforts have been made to evaluate processes for fire drills on an annual basis for academic and administrative buildings (including the drills and evaluation thereafter).
* Smoke evacuation systems – establish a pattern for testing the equipment to ensure it is functional.
* General policy and guideline review – hoverboard safety guidelines and literature regarding the non-use of those on campus; minors in labs on campus, including the review of current policy.
* UAV – the use of drones on campus, including safety and security issues.
* Golf cart safety
* Safety Handbook updates – prompted by the FOCUS Act, which impacted some of the language in the current handbook.
* Goals of the Safety Handbook – to clean/update language and to ensure that information is easily found to other links/policies on the MTSU website. This information is in a Dropbox account for review by Committee members.
* To ensure that all people on campus are covered in the Safety Handbook (faculty, staff and visitors), the handbook is being renamed the MTSU Safety Handbook.

Summary of changes reviewed through 11/21/16, as follows:

* Chapter 1 – changed the word “Employee” Safety Handbook to MTSU Safety Handbook
* Chapter 2 – updated language (i.e., MSDS to SDS; spray painting operations shall be conducted in a UL listed, engineered spray booth).
* Chapter 4 – Confined Spaces on campus; as of 2009, this work is no longer performed by university employees; an outside contractor is hired to perform this service, including the required permits (atmospheric conditions, air monitoring).
* Chapter 7 – information in the event of a fire, including the assistance to disabled occupants in the building in a fire event; fire drill procedures and fire drill evaluation reports.
* Chapter 16 – Reporting Injuries and Illnesses – employee reporting efforts for worker’s comp; contact information for students (who are not employed by the campus); guests should report injury or illness to EH&S.
* Chapter 18 – new chapter regarding minors in labs and shops; information explains age specific activities.
* Chapter 19 – Storm Water Discharge – items that should not be dumped into the storm sewer.
* Appendix E – Liability/Hold Harmless Waiver regarding participation in a campus event by minors.
* Appendix F – Fire Drill Evaluation Report to be completed during the fire drill to ensure the drill went smoothly, people vacated the premises, etc.

**The next meeting is scheduled for Wednesday, January 18, 2017 from 1:30 – 2:30 p.m. in the Walker Library, Room 475.**