Minutes
Safety Committee
October 31, 2013  4:00 PM
Science 120

Present:  Calvin Swartzendruber (Chair), Bill Minter, Clay Shetler, Steve Shantz
Absent:  Norm Bakhit, Al Mackowiak, Dan Smith

1. The minutes of September 24 were approved.

2. Occupational Safety Policy (campus-wide)
   • We reviewed a draft of the Safety Policy.  Suggested changes were noted.  Calvin will
     bring a second raft to the next meeting.  Critique?  Changes?  Additions?  Deletions?
   • This policy would become a part of institutional GC policy.  We could have the
     president sign a foreword to the policy.
   • Steve suggested that adherence to the policy be included in job descriptions, and
     that there be clear accountability for following procedures and policies.

3. Hearing Conservation, Lockout/TagOut, and Confined Space plans
   • Steve will start conducting sound level measurements.
   • Calvin will pursue hiring an outside consultant to assess our confined spaces.
   • Draft plans will be available soon.  Please review them and critique and comment.

4. Lifting/ergonomics training
   • We decided that it may be wise to drop the lowest utilized Summit course and add a
     Lifting Safety course for more employees.  We may also want to consider office
     ergonomics and slips/trips/falls.
   • Calvin will provide usage statistics for current online courses and also check to see
     what resources Accident Fund may have.

5. Safety Inspection/Building Audit Team and Accident Investigation/Incident Response Team
   • We will probably need to include Student Life as a part of inspecting student
     residences.  Perhaps they could expand their current inspections.
• We discussed who should submit accident reports. Supervisors for most employees. What about visitors who are injured? Person in charge of an event, or a building coordinator would be logical choices.

• We will discuss further at an upcoming meeting. Ryan Lambert from Accident Fund (Worker’s Comp carrier) may have resources for us.