

**January Safety Committee Meeting Minutes
Thursday, January 25, 2024**

Last Meetings Attendees: Mary Fecko, David Hanson, Tim Goldinger, Maureen Keefer, Tim Kirsch, Jamey Koss, Leo Laffey, Laura Todd
Not Available: Paul Badger, Daijah Darden, Ashley Deahl, Michael Schilinski

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	Reviewed December incidents: <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • Employee tripped in Patrick Henry Library. • Student Incidents <ul style="list-style-type: none"> • None Reviewed December Fire Alarm Incidents <ul style="list-style-type: none"> • December <ul style="list-style-type: none"> • Total Calls (7) • Cooking (6) • Hair Iron (1) 	<ul style="list-style-type: none"> • Employee did not fill out Incident Form. Safety Service to get completed Incident Form and follow up with employee. • N/A • Cooking is leading cause. • Six (6) of the incidents occurred in Res Halls. • Continue to monitor – track/trend and look for other opportunities for improvement.
Monthly Safety Tip	Safety Tip(s) suggestions- <ul style="list-style-type: none"> • Safe Driving in Wintry Conditions • Suggestion to change introduction. 	<ul style="list-style-type: none"> • Introduction was updated as per recommendation. • Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for February once approved.
Safety Policy Review	Confined Space Entry <ul style="list-style-type: none"> • Removed Braddock Hall from list (inventory) of RMU buildings. 	<ul style="list-style-type: none"> • Safety Services to make revisions and update on safety web page. • Confined Space training to take place in February.

<p>Expanded Topic</p>	<p>Mary shared with the group about the University’s decision to expand relationship with Vector Training Solutions.</p> <ul style="list-style-type: none"> • Will expand program to make training available for employees. <p>Tim shared with the group about a site visit which took place on January 23, 2024 by our insurance carrier Travelers and Henderson Brothers.</p> <ul style="list-style-type: none"> • Visit went well and no deficiencies were found during the walk. Comment was made about the Laundry Room door in Yorktown being propped open. <p>Tim and Dave mentioned an incident at Island involving the ammonia room and need for evacuation.</p>	<ul style="list-style-type: none"> • Ongoing • Review and share official report once received • Distribute notice to Res Life and Facilities that Laundry Room doors are to be kept closed. • A review and debrief with Emergency Management Committee to be completed.
<p>Other Items</p>	<p>Committee had new member Tim Goldinger attend first meeting.</p> <p>Maura Clark from Henderson Brothers sat in the meeting</p>	<ul style="list-style-type: none"> • Tim G. to complete PA Safety Committee Training • None
<p>Old Business</p>		
<p>Reviewed and Approved Minutes</p>		<ul style="list-style-type: none"> • Minutes for December Approved.

**February Committee Meeting Minutes
Thursday, February 22, 2024**

Last Meetings Attendees: Daijah Darden, Ashley Deahl, Maureen Keefer, Tim Kirsch, Jamey Koss, Leo Laffey, Laura Todd, Michael Schilinski
Not Available: Paul Badger, Mary Fecko, David Hanson, Tim Goldinger

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed January incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • None • Student Incidents <ul style="list-style-type: none"> • Student fell in Stair Tower A at Hale Center. Student said “the stairs were wet which caused them to slip”. • Student fell in Stair Tower A at Hale Center. The student said “it was raining outside and wet shoes caused the incident”. • Sled Riding Incident <ul style="list-style-type: none"> • Visitors (Parents w/child) sled riding on campus by Patrick Henry Center. Child hit tree. No injury reported. 	<ul style="list-style-type: none"> • N/A • Student injured their finger and sought first aid at the My Heath @ RMU Clinic. • Student injured back, RMU Police and Valley EMS were notified and responded. Student was evaluated by Valley EMS and refused service. • Caution signs put up to notify occupants that the stairs may be wet. It was determined to replace the treads in the stairwell. ES to monitor stairwell until new treads are installed. • No further action.

	<p>Reviewed Total Incidents for 2023</p> <ul style="list-style-type: none"> • Reported Incidents (15) • Osha Recordables (4) • Lost Day (0) <p>Osha report was sent to Bureau of Labor and Statistics.</p> <p>Reviewed January Fire Alarm Incidents</p> <ul style="list-style-type: none"> • January <ul style="list-style-type: none"> • Total Calls (15) • Cooking (10) • Air Freshener (1) • Unknown (4) 	<ul style="list-style-type: none"> • Reported Incidents (15) below five year average (18). Osha recordables (4)below five year average (5). Zero lost work days indicates no major incidents for the year. • Slips Trips and Falls identified as leading cause of incidents. Plan to educate employees and students on slips trips and falls through training and handouts for 2024. • No further action. • Continue to monitor – track/trend and look for other opportunities for improvement.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Protecting Your Eyes at Work and at Home <ul style="list-style-type: none"> • Minor suggestions were made. 	<ul style="list-style-type: none"> • Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for March once approved.
Safety Policy Review	<p>Incident Investigation and Reporting</p> <ul style="list-style-type: none"> • Minor updates recommended including reference to Rec. Center. • Policy sent to Ben B. for review. 	<ul style="list-style-type: none"> • Safety Services to make revisions and update on safety web page.

Expanded Topic	Tim K. updated the group on current Covid numbers. <ul style="list-style-type: none"> • Maureen K. reported/updated on numbers as follows <ul style="list-style-type: none"> • Employee (0) • Student Cases (4) 	<ul style="list-style-type: none"> • No recommendations for changes in policy or procedures at this time • Ongoing
Other Items	Reviewed handout from Henderson Brothers on Identifying Osha Recordable Incidents	<ul style="list-style-type: none"> • N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for January Approved.

**March Committee Meeting Minutes
Thursday, March 28, 2024**

Last Meetings Attendees: Paul Badger, Maura Clark, Daijah Darden, Ashley Deahl, Mary Fecko, David Hanson, Tim Goldinger Maureen Keefer, Jamey Koss, Leo Laffey, Laura Todd, Michael Schilinski

Not Available: Tim Kirsch,

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed February incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • ES employee aggravated their right knee when they attempted to walk up steps in Washington. Employee stated that it was from prior issue. • ES Employee was cleaning a room in Yorktown and strained back muscle when attempted to move a mattress. • Student Incidents <ul style="list-style-type: none"> • None <p>Reviewed February Fire Alarm Incidents</p> <ul style="list-style-type: none"> • February Calls <ul style="list-style-type: none"> • Total Calls (10) • Cooking (7) • Hair Dryer (1) • Power Outage (1) • Unknown (1) 	<ul style="list-style-type: none"> • Employee refused medical treatment. No further action. • Employee went to Sewickley ER and sought treatment the next day for headaches and dizziness. Employee was evaluated but no medical treatment was provided. Safety Services to follow up with ES supervisors and recommend using buddy system when moving awkward and heavy items. • N/A • Ongoing

	<p>Washington Hall Fire Incident</p> <ul style="list-style-type: none"> • Fire reported on top of Washington Hall G tower roof • A student called public safety after seeing flames on the roof. • Outside contractor was working on the roof with torches and a fire developed hours after they left. 	<ul style="list-style-type: none"> • Investigation taking place and the Emergency Management team to evaluate the incident. • Contractor revised installation procedures to remove hot work. • Ongoing
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Incident Investigation and Reporting <ul style="list-style-type: none"> • Minor suggestions were made. 	<ul style="list-style-type: none"> • Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for April once approved.
Safety Policy Review	<p>Fall Protection and Prevention</p> <ul style="list-style-type: none"> • Mike talked about fall prevention during the use of ladders. • Recommended update to include wording about fall protection on roofs. 	<ul style="list-style-type: none"> • Safety Services to utilize the Vector Training Modules on ladder safety and fall protection training for Maintenance Dept. • Review policy by Facilities Dept. Management Team. • Safety Services will revise policy and update on safety web page.
Expanded Topic	<p>Dave talked about propane Zambonis and precautions they are taking</p> <ul style="list-style-type: none"> • Safety goggles and gloves • Brass tools to avoid sparks • First Aid Kits due to changing of blades <p>Tim G. identified an article about law suit in place against Philadelphia Flyers Organization about possible cancer causing agents from working around Zamboni.</p> <p>Chemical Hood Exhausts on Rooftops</p> <ul style="list-style-type: none"> • Discussion about the suggestion for identifying the chemical hood exhausts on the roofs. 	<ul style="list-style-type: none"> • Safety Services and ISC to review article and have discussion. • Talk with Chemistry Department and validate if there is a need to identify hood exhausts on the roof.

	<p>Lone Worker</p> <ul style="list-style-type: none"> Talked about jobs on campus when only one worker to complete that task. If there is one, someone should be notified before work starts and give them the location, the time framework is being done, and a phone number to check in 	<ul style="list-style-type: none"> Public Safety to review panic button locations on campus. Safety Services to review with Facilities (Management Team) concerns/considerations for off shift tasks.
Other Items	<p>Solar Eclipse</p> <ul style="list-style-type: none"> Res Life having a viewing party for the solar eclipse and providing eyewear for the students. 	<ul style="list-style-type: none"> N/A
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> Minutes for February Approved.

**April Committee Meeting Minutes
Thursday, April 25, 2024**

Last Meetings Attendees: Maura Clark, Ashley Deahl, Tim Goldinger, Maureen Keefer, Jamey Koss, Leo Laffey, Laura Todd, Michael Schilinski
Not Available: Paul Badger, Daijah Darden, Mary Fecko, David Hanson, Tim Kirsch

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed March incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • Two ES employees were cleaning in Hancock and experienced suspicious odors coming from 1st floor. • Student Incidents <ul style="list-style-type: none"> • None • Visitor <ul style="list-style-type: none"> • While participating in hockey practice at the outdoor rink at the Island, a participant skated into the boards and the section of glass with a temporary repair (plexiglass) fell down and struck the participants wrist. <p>Reviewed March Fire Alarm Incidents</p> <ul style="list-style-type: none"> • March Calls <ul style="list-style-type: none"> • Total Calls (8) • Cooking (3) • Shower Steam(1) • Hair Dryer (1) • Fire (1) • Unknown (2) • Reviewed March 2023 incidents (15) and found a 46% reduction rate. 	<ul style="list-style-type: none"> • Employee experienced headache but no medical attention was sought. Res Life to review incident, identify cause of suspicious odors and correct. • N/A • ISC supervisors to evaluate process and ensure proper glass repair procedures are understood and completed by operations personnel. • Ongoing

	<p>from our Zamboni and other gas powered equipment. We receive a permit that certifies our compliance from County</p> <p>3. Updated Safety Committee on discussion with Chemistry Department to validate if there is a need to identify hood exhausts vents on the roof.</p> <ul style="list-style-type: none"> • Paul advised that very small quantities of chemicals are used in the lab hoods and for short durations. Subsequently, very minimal/trace concentrations of vapors would be vented in the diluted + exhausted air. 	<ul style="list-style-type: none"> • None
Other Items	<p>Tim G. asked about an incident that took place by a university athlete and how it doesn't address reporting.</p> <ul style="list-style-type: none"> • Athletics conducts incident reviews for the university athletes. 	<ul style="list-style-type: none"> • None
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for March Approved.

May Committee Meeting Minutes
Thursday, May 23, 2024

Last Meetings Attendees: Paul Badger, Ashley Deahl, Mary Fecko, Tim Goldinger, David Hanson, Jamey Koss, Laura Todd
Not Available: Dajjah Darden, Maureen Keefer, Tim Kirsch, Leo Laffey, Michael Schilinski

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed April incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • None • Student Incidents <ul style="list-style-type: none"> • Student injured ankle while playing recreational basketball at Rec Center. • Res Life followed up with student on 04/24 <p>Reviewed April Fire Alarm Incidents</p> <ul style="list-style-type: none"> • April Calls <ul style="list-style-type: none"> • Total Calls (11) • Cooking (4) • Unknown (6) • Contractor (1) • An ongoing issue in Hancock, due to a faulty device, produced five of the six unknown calls. 	<ul style="list-style-type: none"> • N/A • Student meet with orthopedic doctor and was given an orthopedic boot to wear on ankle. Student to contact Res Life if any additional accommodations are needed. • Maintenance resolved the issue in Hancock by replacing faulty device.
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Ashley provided a safety tip on Sun Protection. <ul style="list-style-type: none"> • The committee members agreed this was a good topic and had no comments or edits. 	<ul style="list-style-type: none"> • Safety Services will have Branding Department approve Safety Tip. Colonial Central to distribute Safety Tip for June once approved.
Safety Policy Review	<p>Hearing Conservation</p> <ul style="list-style-type: none"> • Policy was distributed and reviewed by committee members <ul style="list-style-type: none"> • Paul suggested a review of some activities in the Engineering Department and the 	<ul style="list-style-type: none"> • Review policy by Facilities Dept. Management Team.

	possibility of work studies experiencing noise exposure.	<ul style="list-style-type: none"> • Safety Services to follow up with Engineering Dept. on possible noise exposures. • Safety Services to survey areas of possible noise exposures and conduct noise level surveys. • Safety Services to update the review date on policy and update on safety web page.
Expanded Topic	Jamey shared information about asbestos removal project in G tower of Washington Hall. Abatement being completed by licensed contractor.	<ul style="list-style-type: none"> • None
Old Business		
Reviewed and Approved Minutes		<ul style="list-style-type: none"> • Minutes for April Approved.

**June Committee Meeting Minutes
Thursday, June 27, 2024**

Last Meetings Attendees: Paul Badger, Ashley Deahl, Mary Fecko, Tim Goldinger, David Hanson, Jamey Koss, Laura Todd
Not Available: Dajjah Darden, Maureen Keefer, Tim Kirsch, Leo Laffey, Michael Schilinski

Agenda Item	Discussion	Actions/Outcomes
New Business		
Incident Review	<p>Reviewed May incidents:</p> <ul style="list-style-type: none"> • Employee Incidents <ul style="list-style-type: none"> • Environmental Services employee was moving furniture to clean a room in Yorktown and felt a pain in their wrist. They went back to work hanging a shower curtain and noticed wrist was swollen. • Student Incidents <ul style="list-style-type: none"> • None <p>Reviewed April Fire Alarm Incidents</p> <ul style="list-style-type: none"> • May Calls <ul style="list-style-type: none"> • Total Calls (20) • Cooking (12) • False Alarms (2) • Air Freshener (2) • Shower Steam (1) • Faulty Smoke Head (1) • Kitchen Hood (1) • IT Cleaning Rafters in Event Center (1) • Salem is outlier with 11 of the 20 calls. Comment made on possibility of dirty ovens causing some of the cooking alarms. Students responsibility to clean 	<ul style="list-style-type: none"> • Contacted supervisor and went to UPMC MyHealth@SchoolClinic where they put ice on it. Employee did not require follow up with any further medical services. Safety Services to follow up with Environmental Services management to ensure safe lifting ergonomics are followed. (i.e., proper lifting techniques, two person lifts, use of moving equipment) • N/A • Ovens are inspected by Environmental Services during summer cleaning and cleaned as appropriate.

	oven. Res-life inspects rooms for cleanliness but not condition of ovens.	
Monthly Safety Tip	<p>Safety Tip(s) suggestions-</p> <ul style="list-style-type: none"> • Jamey provided a safety tip on Fire Safety. <ul style="list-style-type: none"> • The committee members agreed this was a good topic and had no comments or edits. 	<ul style="list-style-type: none"> • Safety Services will have Branding Department/approve Safety Tip. Colonial Central to distribute Safety Tip for July once approved.
Safety Policy Review	<p>Fire Safety Procedures</p> <ul style="list-style-type: none"> • Policy was distributed and reviewed by committee members • Paul’s question “who is responsible for making sure their entire department is trained and if an employee does not do it are the department heads held responsible for that.” 	<ul style="list-style-type: none"> • Paul’s concern of responsibility to be conveyed at next Oversight Committee meeting. • Safety Services to update the review date on policy and update on safety web page.
Expanded Topic	<p>Jamey shared with the committee information about inspections that were taking place in June and July</p> <ul style="list-style-type: none"> • A site visit of the ISC took place between EPA, AECOM and RMU due to a new member of EPA taking over site. The visit went well. • Multiple contractors are working across campus throughout the summer. Safety Services monitoring sites to ensure safe conditions exist. • Asbestos abatement took place in Washington due to the installation of new HVAC system. 	<ul style="list-style-type: none"> • None • No major issues. Continue to monitor until completion. • None
Old Business		

Reviewed and Approved Minutes		<ul style="list-style-type: none">• Minutes for May Approved.
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