

From: Richard A. Pomager, Jr., Director of Public Safety  
Subject: Meeting Minutes  
Date: June 16, 2005  
To: Workplace Safety Committee

The June meeting of the Workplace Safety Committee was held on June 14, 2005, at 1000 hrs in the Parking Pavilion Conference room. The following members attended:

Rich Pomager	Bill Burge	Janice Rupp
Jim Devers	Steve Fisk	Rick Noel
Tony Laboranti	Jim Gaffney	Hugh Sentivan
Todd Parry	Tom Yablonski	Bill Hurst
Ray Gaylets	Renee Curtis	Helen Helbing
Diana Trygar		

The following committee members were unable to attend the meeting:

Elsa Nelson	Tom Conigliaro	Bill Burge
Rocco DiPietro		

**Old Business:**

Railings behind the Estate: Jim Devers reported that work is delayed until the contractor acquires the stone pieces for the steps. Repairs will begin immediately after the stones steps are on hand.

Accident Investigation Training: Rich Pomager reported that accident investigation training was complete for physical plant and public safety leaders. The class will be offered to supervisors in academic and staff departments in Aug and Sep.

Environmental Health and Safety Budget: Rich Pomager reported that the cut in the EH&S budget will have a dramatic impact on acquiring outside support for some remediation issues. The good news is that we will be able to maintain our service contract with Cocciardi. The Public Safety budget can not fund clean up of avain waste and minor asbestos as in the paste. Remediation associated with demolitions must be funded through other sources as well. Jim Devers noted that Physical Plant employees must be more aggressive in cleaning up avian waste as soon as it is identified and not let it develop into a large clean up project. Jim and Rich will continue to look for ways to reduce operating costs in emergency operations and safety. Rich recommended that the committee continue discussions on the topic at future meetings.

St. Paul's Traveler's Insurance: Rich Pomager reported that St. Paul's representatives submitted a report of their observations during their visit to campus on 12 April. The review of University procedures and practices did not identify any deficiencies. Several observations were made to improve our safety programs. Observations of propping open fire doors, and stacking items near exit doors are being corrected. Other observations require considerable funding and cannot be accomplished unless budget approval is obtained. Examples include providing sprinkler coverage in attic spaces and expanding sprinkler coverage to Alumni Hall. Public Safety and Physical Plant prepared a response and addressed the corrective action for the deficiencies. Physical Plant notified the campus community by e-mail regarding the issue of propping fire doors.

Survey of Fire Extinguishers: Jim Devers reported that the survey of fire extinguishers continues. Jim stated that once all fire extinguishers were documented, their placement would be matched against NFPA standards. Jim anticipates that we should see a small savings when he has completed the survey.

Lift Training: Rich reported lifting training was completed by Murray Insurance on May 11, 2005. Our thanks to Tom Conigliaro for his efforts in the training event.

AED for Retreat Center: Rich stated that an AED was procured for the Retreat Center has been installed. Jim Devers reported that the Chapman Lake caretaker is trained in AED use.

Annual Update Training: Public Safety is working with various departments to complete the summer training schedule. A final schedule will be ready by 20 Jun 05.

Tripping Hazard in Loyola 300: Jim Devers reported that Physical Plant will eliminate a desk and install a railing in Loyola 300. This is a corrective action from an incident reported last month by Rick Trygar. The room is tiered and the distance between the bottom step and the floor exceeds the normal step height.

Report from Molecular Biology: Rich reminded everyone that at the last meeting some members voiced a concern among physical plant employees regarding entering the IMBM in an emergency. Renee Curtis provided a detailed explanation to the committee on the operation of the facility and the safety procedures in place. Renee highlighted that she, as the safety officer, is the first person to enter the building to ensure that it is safe during under an alarm condition. At the conclusion of her comments, she offered to conduct a tour of the facility for public safety and physical plant employees. Jim agreed and stated that he would welcome the opportunity. A date will be established in this month.

#### **New Business:**

Murray Royals room: Steve Fisk reported a concern regarding visitor access to the Murray Royals room. He e-mailed Abigail Byman and Frani Mancuso. They both confirmed that conference attendees are allowed to use the athletic facilities. Rick Noel reported that while there is a risk, it is small and that The University is willing to assume that risk. Rick will talk to Frani to ensure The University obtains releases from liability in the event of an injury from conference attendees. According to Rick Noel this is not a high risk exposure. Jim Devers will verify the procedures for opening the doors for access. The new key access system which will be installed this summer will give better access control.

Response procedure to gas leaks: Bill Hurst reported that over the Memorial Holiday weekend he reported a small gas leak to Public Safety in the vicinity of Rock Hall. No action was taken until Monday morning. Rich Pomager will look into Public Safety's response and report back to the committee.

Revised Accident Reports: Rick Noel commented that he reviewed the revised accident report. He requested that individuals should make sure to collect all appropriate information thoroughly and how important quality information is. Also, any necessary corrective action needs to be taken quickly. Rich assured Rich that his concerns were covered in the training program.

Workplace Safety Minutes on webpage: The workplace Safety minutes will now be available on the Public Safety Webpage. The purpose is to allow increased access to the activities of the committee.

Accidents/Injuries: Diana Trygar reviewed five incidents of injury or accident:

- A Physical Plant employee received an insect bite while changing filter in a pit.
- A Public Safety Officer received a strain to his back while holding a suspect that was waiting for medical attention.
- A student worker received a small cut on her ring finger while picking up a piece of broken glass.
- A Physical Plant employee received a cut to her finger while carrying a garbage bag to the dumpster.
- A Physical Plant employee got something in his eye while working outside near Houlihan.

The next Workplace Safety Committee meeting will be held on **Tuesday, July12, 2005 at 10:00 am. in the Parking Pavilion Conference Room.**

