

SAFETY & RISK ADVISORY COMMITTEE
FY 07 2nd Quarter Meeting
February 20, 2007 - 2:30 P.M.
UHV UC 312 UHSSL 109 UHSCR 144

Attending:	Representing:	Attending:	Representing:
Genaro Cortez	Campus Safety, Business Services	Josh Zeller	SBDC
Nancy Welch	Community Relations	Tamye Crockett	Campus Safety/Recorder
Zoeann Byerly	Student Activities	David Hernandez	Security Officer
Miles Harrison	PC Specialist	Denise Prescott	HR & Workers Comp
Visitors:			
Angela Hartmann	Nursing/Research		
Charles Striedel	Facilities		
Sugar Land Attendees:	(via ITV):	Cinco Ranch Attendees:	(via ITV):
Susan Reynolds	Staff & Faculty in Main Facility	Bridget Bentley	Program Manager
John Sprinkle	Building Maintenance Manager	Benito Salazar	Security & Safety
Matthew Hindmarch	Biology		
Holly Verhasselt	Student Access/Diversity		
Dr. Somasundaram	Biology Lab		
Not in attendance:			
Greg Fanelli	Business Services	Michael Ruland	Facilities Services
Keith Merrick	Student Representative	Joshua Zeller	SBDC
Paula Packard	Library		

The meeting was called to order at 2:35pm by Genaro Cortez, Safety & Risk Manager.

1. The [minutes](#) of the November 16, 2006 meeting were reviewed and approved as written.

2. Unfinished Business

a. Automated External Defibrillator (AED) Status

- The 2 AED machines ordered in December have been received. One will be placed in the UHV Center Building and one at UHS @ Sugar Land. Installation guidelines such as mounting location, training, and notification to state and local agencies for the Sugar Land AED unit installation will be coordinated with Susan Reynolds.
- The Safety & Risk Manager will submit an application to the Texas Department of State Health Services for an additional AED unit in the Spring. This unit will be installed at UHS @ Cinco Ranch.
- CPR training is a requirement for AED trained employees. Our CPR training source is no longer available so Angela Hartmann will contact Dr. Linda Dune to inquire if the nursing program may be able to offer the required training.

- b. Alcohol & Other Drug (AOD) Program Review
- This biennial report was approved by President Tim Hudson in December 2006. It is available on-line for review by employees and students. As part of the review process, University policies and procedures which reference alcohol and other drugs were reviewed. Policies/procedures updates are required and are being made at this time. A comprehensive supplemental checklist will be completed by the next review date. The Safety & Risk Manager encourages continuing education of our faculty and staff on the Employee Assistance Program (EAP).

3. New Business

- a. Texas Tier II Hazardous Chemical Inventory Report.
- This annual report is due 03/01/07. The mission statement of the Texas Tier II Chemical Reporting Program in the Department of State Health Services (DSHS) is to protect the public health and environment by providing current and accurate information about hazardous chemicals and their health effects and by ensuring that the regulated community complies with the requirements of the state and federal community right-to-know laws.
 - Each department that handles hazardous chemicals is required to submit a list of hazardous chemicals used or stored in the workplace to the Safety & Risk Manager. The department must acknowledge completion and sign the review process checklist.
 - This report has been completed and following the guidelines of the Threshold Planning Quantity (TPQ) and the Reportable Quantity (RQ) there were no reportable hazardous chemicals to report to the Texas Health Department.
- b. SORM Risk Evaluation and Planning System (REPS) Survey
- This survey is a data collection and analysis tool intended to assist state agencies in identifying exposures to loss in various operational areas and intended to identify exposures that can result in financial and operational losses. Many departments will be involved in this survey. No completion timetable has been determined at this time. The last review was completed in March 2005.
- c. Business Contingency Plan (BCP) annual review
- This annual review will be due this Spring. The focus of the review will be on the appendices sections of the plan.
- d. Campus Safety Manual – Section 12, Chemical Safety
- Online MSDS access (item 12c) has been updated and includes 3 very informative links from Vermont University, Cornell University and a site that Dr. Gunasekera has provided.
 - Chemical Safety Related Web sites (item 12d) has been added which is primarily for biology lab students' use.

The Safety and Risk Manager has asked that the committee members review these sites. Dr. Somasundaram expressed his concern that hard copies should be kept on file when online access can not be obtained during an extreme emergency.

e. Safety Trainings

- Completed Safety Training

- ✓ Annual Indoor Air Quality (IAQ) compliance training.

This is a SORM recommended program reviewed by key employees annually. It was completed in November 2006. A response and management plan is being worked on at this time and will go out for review in the near future. Contacts at each site will be identified in the response plan.

- ✓ “Preventing Exposure to Illnesses in the Workplace”

- Dr. Linda Dune – UHV Nursing Program Faculty
 - UHSSL – 11/29/06 attended: 13
 - UHV – 12/06/06 attended: 21

- ✓ Identity Theft Seminar –UHSSL – 2/05/07 attended 16

- Scheduled Safety Training

- New Employee Orientation – February 22, 2007
- Currently coordinating a CPR/First Aid training and Slips/Trips and Falls training for the Spring.

f. Security Officer’s Report

- UHV Campus - Security Officer David Hernandez
 - Student slipped on center building stairway in February
- UHSSL Campus - Director Susan Reynolds
- The new security camera system is up and running and working great. Six inside and 3 outside cameras were installed. The camera system is monitored by the UHDPS Police Department when security is not on site.
- UHSCR Campus – Security Officer Benito Salazar
 - One incident of a twisted ankle in the main hallway in January.

g. Worker’s Compensation Report of Employee Injuries – Denise Prescott

- Last quarter there were two claims. One is closed and the other is still active. Both were related to slips, trips or falls.

h. Incident Report – Quarterly Summary – Genaro Cortez

- All incidents reports this quarter were related to slips/trips/falls. It was suggested that another slips, trips and falls training session be set up for all three campuses. Dr. Somasundaram suggested that UHSSL keep towels, etc., available at the entrances on rainy days to help reduce wet weather incidents. John Sprinkle will contact Charles Striedel to discuss what UHV provides at their entrances during wet conditions.

4. Roundtable

- Matthew Hindmarch – UHSSL Biology Lab – asked if a separate phone with direct dial out is required in the labs for emergency use.
- The new CO2 fire extinguishers have been installed in the UHS @ Sugar Land and UHV biology labs.

The meeting was adjourned at 3:15 pm.

5. Next Meeting – Thursday, May 17, 2007