

# CAMPUS SAFETY COMMITTEE

## *Meeting Minutes*

October 12, 2023 at 2:30 pm in LRC-319

**Attendees:** Eric Byers (co-chair), Margaret Yaukey (co-chair), Louise Bird, Tyler Howsare, RJ Lushbaugh, Cheri McDannell, James Niessner

**Excused:** Jennifer Childs, Ramses Coly, Lori Manilla

*Minutes taken by L. Bird*

Chief Byers explained that the committee did not have any charges to date. He contacted various department heads to see if they had any requests.

Development of a generic chemical hygiene plan for labs was discussed

- Copies needed of the different student liability waiver forms used in labs
- Recommendation made to store scanned copies of currently signed student liability waiver forms on each division's shared drive; duration for storing forms (5-7 years) TBD
- At Faculty Assembly, Margaret Yaukey will request copies of the forms be sent to Chief Byers
- Once received, Chief Byers will work with Jamie Cannon (HCC's Labor Relations General Counsel) to develop a generic form that can be used in all labs
- Generic form can be tailored for specific labs
- Additional discussion about forming sub-committee to study MOSH/OSHA standards
- Development of timeline for applying Hazard Communication Plan guidelines
- Chief Byers to contact Dr. Ranalli about Rick Schulman (Director of Facilities Management and Planning) to garner his input (costs, etc.)
  - Purchase first aid kits
  - Landline phone in CPB labs (IT TrackIt work order will be submitted)

James Niessner motioned to approve the May 11 minutes. Cheri McDannell seconded the motion. The minutes were approved as written.