

## GROUP FIVE SAFETY COMMITTEE MEETING Thursday February 21, 2008

1. Pass Minutes From January  
**Approved**
2. Introductions & Roll Call  
**Peter Rackers, Bob Freitag, Meegan Amen, Susie Sargent, Michael Merrill**
3. Elect Chairperson  
**Peter Rackers Chairperson, Bob Freitag Vice-Chair**
4. Elect Secretary  
**Meegan Amen**
5. Review Safety & Health Inspection Reports
  - a. No OARS incidents for quarter Oct 07-Jan08.
  - b. Peter will submit two earlier reports for review to familiarize committee with process.  
**Discussed reports, however, we were unable to obtain actual reports.**
6. Evaluate accident investigations conducted since last meeting to determine if the cause(s) of the unsafe situation was identified and corrected. Since this is the first meeting, members may share existing areas of concern to help determine if preventive action can be taken. **N/A**
7. Evaluate CAUP workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
  - a. Peter will introduce CAUP Health & Safety Plan and Emergency Evacuation and Ops Plan.  
**Hard copies of the plans were distributed to committee members.**
  - b. Lighting Lab (dark room) & Shop recommendations.  
**Hazardous Waste might have suggestions for lighting lab.**
8. Additional member concerns or items to place on agenda for next meeting.
  - a. **Evacuation warden training opportunities.**
  - b. **Safety alarms/phone trees for suspicious person assistance.**
  - c. **Mitigation training: reminding staff to put heavy stuff lower and anchor shelves.**
  - d. **Mitigation checklist.**
  - e. **Preparedness exercises—possibly suspicious person drill**
  - f. **Police Walkthrough of buildings to help assess potential workplace areas of concern.**
9. Next Meeting: Thursday, March 20, 2008 102 Gould Hall