

# **University Safety Committee Minutes**

February 24, 2023, 9:00 a.m.

BANN 518

## **Attendance:**

- Niall Quinn, Staff Council Representative
- ~~Joyce Squillante, Environmental Health and Safety Manager~~
- Breena Stoner, Academic Safety Officer
- Glenn Yasuda, Academic Assembly Representative

Convene: 9:03 a.m.

## **Agenda:**

1. Welcome & Introductions
2. Membership update
  - Joyce Squillante left the university Feb. 3
  - Facilities is interviewing applicants to fill the position
3. Overview of [Accident Prevention Program](#)
4. Elect chairperson
  - BS elected chair 3-0
5. Review 2022 OSHA incident/injury log
  - The 2022 OSHA 300 log was not available for review at the time of the meeting
  - HR indicated that the log would be ready before Mar. 2 and that it will be provided to the committee ASAP
6. Review employee submissions
  - No employee submissions were received
7. Discuss email and webpage needs
  - Webpage with link to anonymous form with option to leave contact information
  - BS will set up committee email and ensure all members have access
  - BS will request new webpage for the committee
8. Plan for committee charter
  - An initial draft was provided for discussion
  - Everyone will review and provide comments by email
9. Plan for next meeting
  - Week of March 27: short meeting to discuss 2022 OSHA illness/injury log
10. Other business
  - Plan to contact other safety committees on campus and request updates before scheduled meetings

## **Action Items**

- **All:** Review and provide feedback on
  - Accident Prevention Program

- Employee Safety Orientation training
- Charter draft
- **BS:** Set up committee email, webpage
- **BS:** Send electronic version of charter
- **BS:** Schedule meeting for week of Mar. 27
- **All:** Review and approve minutes electronically

Adjourn: 9:45 a.m.