**Safety Committee Minutes  *Thursday, January 26, 2017, 2pm***

***Present***: Nancy Braker, Wayne Brown (Chair), Wayne Eisenhuth, Lori Hatfield, Karyn Jeffrey, Natalee Johnson, Dee Menning, Mitch Miller, Andrea Robinson, Mikki Showers, Cindy Spehn, Linda Thornton (for Randie)

**Recap on Classroom Fire Code Occupancy Capacities**

Wayne reported that he met with Steve Spehn (Facilities) and Emy Farley (Registrar) in December 2016. Winter term registration included adjustments for the rooms identified as over code maximum: class locations or sizes were changed in consultation with the faculty member. Gratitude was expressed for the quick response by the Registrar’s office.

Next steps are to look at departmental spaces, swing spaces, and eventually also event spaces and non-academic/non-residential spaces such as Cowling dance space; and to look into best interpretation of the fire code occupancy rules. The Committee was also reminded to keep in mind a possible recommendation for future signage displaying occupancy rates in each room.

Additionally, there was discussion around the issue of accurate data points (square ft. occupancy numbers) in Colleague. There is presently an ITS task force considering this: where to put the information, who inputs or maintains it, who can change it.

*Action items:*

1. Wayne will check with Jonathan C. to get a status update on swing spaces for laboratories in the transition time until the new science complex is built.
2. Wayne will talk with Sara Oster, Chair of the ITS task force, to see where they are in process of Colleague data management for this issue.

**Student/Student Employee Illness/Injury Report Form**

Wayne presented a draft form of a Student/Student Employee Illness/Injury Report Form that could be accessible online. There was discussion, and some confusion, over who uses what form or process presently. Some examples of the different ways injury reporting is happening now:

* Nancy B. fills out a similar form for accidents in the Arb, signs, and sends to HR.
* If Security is called to an incident, Security files an Advocate report and routes to Res Life often, or to Wayne B. if it happened in a lab.
* If any first aid is offered by a Rec Center employee, a form is filled out and Mikki keeps it.
* A Community Concern Form is available to some offices.
* Any employee (including student employees) injury report goes to Karyn in HR.

Natalee relayed that SHAC presently has a flu reporting form that acts as triage, with flow set up by IT (Jaye L.); possibly a similar system could be used with whatever form we decide on for student injuries. There were some questions and suggestions for the draft flow chart offered (see attachments to the minutes for the draft report form and flow chart).

*Action items:*

1. To avoid redundancies, Wayne B. will talk with Wayne E. (Security) and Karyn (HR) [and any other individuals he thinks may be needed] about their present process and form for injury reporting, and then work on modifications to the draft reporting form and flow chart, and bring to the next meeting.

**Upcoming Meetings**

With meetings on the 3rd and 7th Thursdays of each term (after this term), the remainder of meetings for AY 2016-2017 are at 2pm on --

February 21, 2017 in S-H 253 (changed from Feb 16)

April 13, 2017

May 11, 2017