**EHS Committee Minutes**

**Tuesday, April 11, 2023**

**University P.D., Intel & Ops Center & Teams**

**Attendance**

Present: Colin Long, Lt. Greg Weitz, Jason Griffith, , Tim Lin, Rebecca Stephani, Kristina Mosley, Patrick Marcoe, Ellie Lang, Jack Johnsen Polly Newhouse, JoAnn Rife

Absent: Greg Potratz

**Welcome to our new faculty representative – Kathryn Hofmeister from the Environmental Studies program!**

**Announcements**-

March meeting minutes were reviewed and approved - C. Long

**Workers’ Comp Claims Review-**

* There were seven W.C. claims in March, with no patterns in job category or causation. One claim required medical attention; the other six claims were Incident Only.

**Old Business-**

* Tornado Drill on April 20th: -L. Welch asked members to promote the drill occurring in a couple of weeks. Employees are not required to report to shelters, but they should know *where* to report. Lori asked members to walk about their department or floor after the Watch announcement to ask if people had received the Titan Alert and/or desktop notification. Members should email Lori with concerns, observations, questions, etc. after the drill.
* R. Stephani reported on her Community Health class event held at the Fox Cities campus on April 6th. Nursing students explained how to use an AED, showed the contents of the Stop the Bleed Kits stored with the AEDs, and demonstrated how to pack a severe wound and use a tourniquet. There were 18 participants at the event; two of them were students. Rebecca’s class will hold another event on the Fond du Lac campus this coming Thursday.
* L. Welch she looked at the stairwell landing wall on 3rd floor Dempsey after J. Griffith reported his concern about the wall height on the 3rd floor landing at last month’s meeting. Lori referenced the OSHA regs pertaining to requirements but did not bring them to the meeting. Lori asked that J. Rife review the Federal Historical Register rules and processes required to make a physical alteration to the building. Lori will provide JoAnn with the stairwell wall height specifications.
* Language barriers in orientation and training: L. Welch reported that her student intern converted her orientation Power Point to French. Lori sent the presentation Jessica Brown in HR asking her to forward the presentation to her contact at World Relief. Lori asked that an interpreter discuss the presentation with her to ensure accuracy. Lori also reported that she was waiting to hear from the Radio, TV, Film program about availability of a student to record her training presentations so an interpreter can review them with employees.

**New Business-**

L. Welch asked for discussion on the following questions. Responses and suggestions put forth by committee members follow each question in blue type:

* What basic safety information should every employee know? Fire and Tornado procedures; responding to medical emergencies; departments to go to with questions about emergencies; locations of AEDs, fire extinguishers, and Narcan kits in their area/dept/building floor; how to respond to an Active Shooter; evacuation routes.
* Why don’t they? It’s not part of onboarding (and why isn’t it?); different departments handle orientation differently-there are not requirements of what must be covered in all departments; poor safety culture at this campus.
* Who is responsible for ensuring every employee is required to know this information? Human Resources and department chairs/supervisors; supervisors should have employees sign off that they have received and understand emergency and safety information.
* Does our campus have a Safety Policy? What is it? What should it contain? Lori informed the committee that UWO does not have a safety policy and very few of the campuses do. This is in the process of changing.
* Other comments: Safety information is not centralized. Some of it is found on the Risk & Safety website, some on University PD site, some of it on the Facilities site. Can it be centralized or at least linked?

Could each building have a “fact sheet”, informing occupants about locations of shelters, emergency equipment? Lori stated that Lisa Sullivan, Exec. Asst. in the Advancement Office, created such a sheet for occupants of the CFWC. Lisa scripted the sheet from the information she learned after attending a recent Employee Essentials session that was presented by Lori Welch. Lori will share the sheet with these minutes and will be happy to assist committee members to complete such a sheet for their buildings – please reach out to her.

 This is our last meeting held in the University Police Dept. Intelligence & Operations Center. Our next meeting will be held in Swart Hall.

**Next Meeting:**

**Tuesday, May 9, 2023 @ 10:00 a.m.**

**COLS Admin Office, Swart 113**