

**THE PENNSYLVANIA STATE UNIVERSITY**  
**Environmental Health & Safety**

Date: March 27, 2008  
To: Safety Council Minutes  
Subject: Minutes of Meeting – March 19, 2008

**I. CALL TO ORDER**

A. Ms. Claver called the meeting to order at 9:30 a.m.

**II. WELCOME**

A. Ms. Claver welcomed members to the March meeting.

**III. REVIEW OF THE MINUTES FROM FEBRUARY 20, 2008**

A. The minutes were approved as printed and distributed.

**IV. TOPIC OF THE MONTH**

A. Mr. Craig Rickards, Manager, Facilities & Real Estate, gave a presentation on “University Processes with Property Acquisitions and Leases”. Following are key points:

- University real estate holdings as of June 30, 2007, there are over 22,000 acres currently owned by PSU, including 18,000 plus at University Park region. There are 1,500 at University affiliations (primarily The Dickinson School of Law, Hershey Medical Center and College of Medicine and Penn College of Technology) and 2,400 plus at campus locations.
- There are 142 University Lease agreements, as of June 30, 2007, with PSU as Tenant and 217 as Landlord.
- There is 1,000,000 gross square feet of space with PSU as Tenant and PSU as Landlord comprise of 900,000 gross square feet of space.
- The University acquisition due diligence process for acquiring property was outlined and acquisition and sales operations primarily are handled by Craig Rickards directly.
- The Environmental Health and Safety Office inspect all real estate before the acquisition as part of the process.

- The Real Estate Office works through Facility Coordinators in coordinating site-specific lease issues.
- The Safety Officers will be contacted through EHS in the event of an emergency.

## **V. ADMINISTRATIVE**

- A. Ms. Claver advised Council that the official OSHA postings have been distributed and includes an OSHA posting and a Safety Commitment poster with Safety Officer contact information. EHS will continue to provide the 8 1/2 x 14 OSHA postings and the Safety Commitment poster will be provided as needed by the Safety Officer. The Safety Commitment poster is available on-line at [http://www.ehs.psu.edu/occhealth/Safety\\_Commitment.pdf](http://www.ehs.psu.edu/occhealth/Safety_Commitment.pdf) and should be reproduced in color. If you have any questions, please contact the EHS office.
- B. The following Council members, Peggy Janowiak, Joe Lonjin, and Rhonda Stoner volunteered to be on the Topic of the Month committee for 2008/2009.

## **VI. FIRE PREVENTION**

- A. Mr. Triebold reported to Council there were nineteen fire alarm incidents at University Park during the month of February. Fourteen originated within residential units. There were no fires associated with the alarms.
- B. Mr. Triebold discussed the Penn State Hot Work Program (<http://www.ehs.psu.edu/occhealth/HotWorkProgram.pdf>). A recent fire which originated from hot work occurred in a Las Vegas Casino to demonstrate the devastation of fires caused by inadequate hot work procedures. Hot work was being done by a contractor who failed to secure a hot work permit and was not following any hot work procedures. The fire caused an estimated \$ 100 million dollar property and business interruption loss.
1. Mr. Triebold reminded Council members that Hot Work fires are preventable if hot work permit guidelines and practices are followed. During 2007 approximately 250 hot work permits were completed at University Park with no fire incidents associated to the hot work being reported.

## **VII. OCCUPATIONAL HEALTH**

- A. Mr. Linsenbigler reviewed statistics for ice and snow-related falls among employees at University Park. A total of 93 injury reports have been filed for such cases so far this winter, which is a dramatic increase over each of the previous three winters. Trends over the past four years indicate that 40% of ice and snow-related falls have occurred in parking lots, 30% on sidewalks, and 10% at building entries.

- B. Mr. Myers advised Council if they have lab cleanouts to please contact him to help initiate the correct procedures.
- C. Mr. Myers reminded Council that personnel are not permitted to transport chemicals in their personal vehicles. The appropriate method is to have the materials delivered directly to the facility by the supplier or Central Distribution. More guidance will be provided.
- D. Mr. Myers distributed the safety handout “Back and Lifting Safety” and is available at:  
[http://www.ehs.psu.edu/help/info\\_sheets/Safety\\_Council\\_Handout-Back\\_and\\_Lifting\\_Safety\\_\(March\\_2008\).pdf](http://www.ehs.psu.edu/help/info_sheets/Safety_Council_Handout-Back_and_Lifting_Safety_(March_2008).pdf)
- E. Mr. Boeldt reported that beginning March 31, 2008 the Federal Nuclear Regulatory Commission and the Pennsylvania Department of Environmental Protection came to a formal agreement that Pennsylvania would regulate most of the uses of radioactive material within the Commonwealth. This means that from now on that PSU will have periodic inspections from the DEP rather than the NRC. It does NOT change regulations, requirements, exposure limits, Penn State policies, or enforcement of these requirements by the University Isotope Committee or Environmental Health and Safety. Pennsylvania joins thirty-four other states that have come to formal agreement with the NRC.

#### **VIII. MISCELLANEOUS**

- A. Ms. Claver introduced Joe Lonjin, Animal Resource Program. He is replacing Gaylord Shawver who is retiring. We wish Gaylord a happy and healthy retirement.
- B. Ms. Snook reminded Council members to advise of any changes in contact information. The list needs to be current in case of emergencies.
- C. Please contact EHS if there are any buildings or areas in your jurisdiction that need to have emergency phone stickers placed on their phones.
- D. The Topic of the Month for April will be “Ceiling Tile Recycling: The story of the 3P’s” presented by Al Matyasovsky, Supervisor of Central Support Services, OPP.

#### **IX. ADJOURNMENT**

- A. Ms. Claver adjourned the meeting at 10:45 a.m.

**THE NEXT MEETING OF THE UNIVERSITY SAFETY COUNCIL WILL BE HELD  
APRIL 16, 2008 AT 118 ASI BUILDING AT 9:30 A.M.**

**Members Present:** E. Boeldt, J. Burns, R. Brouse, M. Reynolds for J. Burket, M. Claver, C. Colborn, M. Dennis, E. Dobo, S. Foard, T. Griffiths, G. Henry, V. Imboden, P. Janowiak for G. Langsdale, J. Lonjin, C. McGinley, M. Linsenbigler, P. Peworchik, R. Pruss, D. Rose, C. Rickards, P. Stanton, R. Stoner, S. Triebold, L. White, D. Witmer

**Areas Not Represented:** College of Arts & Architecture, College of Communications, College of Health & Human Development, College of Liberal Arts, Commonwealth Services, Eberly College of Science, Electro Optics Center, Housing & Food Maintenance Operations, Huck Institute of the Life Sciences, Human Resources, Military, Office of Physical Plant

**Guests:** Joe Armstrong – PMA  
Bruce English – Intercollegiate Athletics  
Stew Koontz – Facilities & Real Estate  
Kevin Myers - EHS  
Olga Perez – Human Resources  
Tonya Rudy – Human Resources

Respectfully submitted, Jill Snook  
Secretary, University Safety Council

JMS/jms