

THE PENNSYLVANIA STATE UNIVERSITY
Environmental Health and Safety

Date: February 11, 2009
To: Safety Council Members
Subject: Minutes of Meeting – January 21, 2009

I. CALL TO ORDER

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

II. WELCOME

A. Ms. Claver welcomed new Safety Council member, Ruth Weber (Research) to the January meeting.

III. TOPIC OF THE MONTH

A. Rebecca Bywater, University Police Bywater@police.psu.edu presented information on “Personal Safety in Offices and Buildings”. Rebecca reported that University Police have a new web address: www.police.psu.edu

1. To contact University Police, call 911 in the event of an emergency, 863-1111 for non-emergency. As Rebecca stated, they are here for everyone and “No problem is too small for Police”. Among the services provided by University Police are:
 - Escort Service 865-WALK (865-9255)
 - Victim Services
 - Electronic Security Surveys in conjunction with the OPP Access Controls & Electronic Security (ACES) department
 - Bicycle Registration (on-line at <http://www.police.psu.edu/bicycle/>)
 - Miscellaneous services such as responding to staff that are locked out of vehicle or office, investigating suspicious activity, and jump starting cars.
2. University Police can conduct security surveys of offices and perform building security checks, if requested. Rebecca encouraged everyone to keep keys (especially master keys in secure areas). She also recommended that work units let police know about employees who work at night.

3. Theft is the most common crime on campus, particularly of unattended property. Simple things like securing laptops and locking bikes are good theft deterrents, and thieves will likely move on to easier targets.
4. Police will notify facility contacts of Security Lapses that they observe during normal campus rounds. Rebecca recommended that Safety Officers contact her with names of individuals who should receive these "Security Lapse" notices to make sure they are sent to the proper person for each building/work unit.

IV. ADMINISTRATIVE

- A. Mr. Linsenbigler informed Council that another "OSHA Basics" training session was held in January. This training covers safety issues relevant to PSU and is being initially targeted at Council members, departmental safety representatives, and supervisory personnel. Additional "OSHA Basics" sessions are currently being scheduled, and EHS will also be partnering with work units to provide program-specific safety and health training.
- B. Mr. Triebold reported that 58 fire alarm activations occurred at University Park during the months of November and December 2008. Forty of the alarms originated in student residential units.
- C. Mr. Triebold showed several pictures of a fire which occurred within a fume hood. Steve discussed the incident and indicated that though there was a significant amount of damage in the fume hood the remainder of the building was re-occupied several hours following the fire. The readiness of the buildings fire protection systems in the lab and immediate response and assistance by university personnel including OPP, EHS, Police helped to limit the extent of damage and minimized the time occupants were out of the building.
- D. An update was given to Council on the Corridor Use Policy that has been developed for Penn State. Several Safety Council Members have participated in the development of the policy. The policy draft will be sent to Safety Council members and Steve asked that any comments be sent to him.
- E. Mr. Triebold reported that 330 completed University Park Hot Work Permits had been received for the year 2008. He stressed the importance of using the permit system when performing hot work. He thanked Members for their help in ensuring the Hot Work Permit Program is followed within their areas.
- F. Ms. Claver reported that a team is reviewing and updating the University AED program. The team is looking at a more holistic approach to locating AEDs in areas of highest priority and risk. In addition, the program will stress that there must be employees trained in both CPR and AED use in order for AEDs to save

lives. Data does not support the placement of AEDs in every building. Rather AEDs should be located in areas of highest risk. A recommendation from a Safety Council member was that a map be created showing AED locations on campus.

- G. Ms. Lumley-Sapanski thanked labs for conducting their Annual Self Inspections (http://www.ehs.psu.edu/occhealth/laboratory_self_audit_form_06.pdf). She reminded everyone that completing annual training was part of the process. She reported that the CHIMs chemical inventory input is going very well and reminded everyone to verify their chemical inventory (annual requirement). Earth and Mineral Sciences and the College of Ag are working on departmental lab safety plans. These plans include developing Standard Operating Procedures (SOPs) for hazardous operations. She is looking at setting up a Wiki page for each college/department to post their SOPs.
- H. Mr. Boeldt provided a safety information sheet on UV Light Safety which is available at: http://www.ehs.psu.edu/help/info_sheets/UV_Safety_Council.pdf
 - UV exposure can cause burn to the skin and eyes and can lead to cancer and cataracts. Common sources of UV light are welding, UV lamps for disinfecting water, bio-safety cabinets, and labs using UV crosslinkers.
- I. Mr. Boeldt also reminded members of the need for signs on doors where radioactive materials are used.

V. **MISCELLANEOUS**

- A. Mr. Joe Armstrong (PMA) reported that the most common Workers' Compensation claims in 2008 were slips/falls and strains. He also reported that vehicle accident claims increased in 2008.
- B. Ms. Peggy Janowiak reported that there has been an upsurge of water damage claims as a result of freezing pipes with the cold winter weather.

THE NEXT MEETING OF THE UNIVERSITY SAFETY COUNCIL WILL BE HELD FEBRUARY 18, 2009 AT 9:30 A.M. AT 118 ASI BUILDING.

Members Present: Members Present: E. Boeldt, R. Brouse, J. Burket, M. Claver, D. Wagner for C. Colborn, S. Foard, B. English for T. Griffiths, G. Henry, B. Holden, L. Holland, P. Janowiak, C. Kanour, M. Linsenbigler, J. Lonjin, K. Lumley-Sapanski, C. McGinley, K. Mozley-Bryan, P. Peworchik, R. Pruss, P. Stanton, S. Triebold, R. Weber, L. White, D. Will, J. Wisehaupt, D. Witmer

Areas Not Represented: Auxiliary & Business Services, College of Earth & Mineral Science, College of Health & Human Development, College of Liberal Arts, Electro Optics Center, Facilities & Real Estate Leased, Housing & Food Maintenance Operations, Military, Office of Physical Plant Commonwealth Services, Office of Physical Plant, Schreyers Honors College, Smeal College of Business, USA-ARS Pasture Research Lab

Guests: Joe Armstrong-PMA
Rebecca Bywater- University Police
Gary Langsdale-Risk Management

Respectfully Submitted, Steve Foard for Jill Snook
Secretary, University Safety Council

JMS/SWF/jms