

THE PENNSYLVANIA STATE UNIVERSITY
Environmental Health & Safety

Date: June 9, 2009
To: University Safety Council
Subject: Minutes of Meeting – May 20, 2009

I. CALL TO ORDER

A. Ms. Lumley-Sapanski called the meeting to order at 9:30 a.m.

II. WELCOME

A. Ms. Lumley-Sapanski welcomed members to the May meeting. She introduced George Conklin, the new Regional Coordinator for the Commonwealth Campuses and Krista Sharer, new Physician Assistant for Occupational Medicine.

III. REVIEW OF THE MINUTES FROM APRIL 15, 2009

A. The minutes were approved as printed and distributed.

IV. TOPIC OF THE MONTH

A. Mr. Mark Linsenbigler gave a Power Point presentation on “Integrated Safety Program”. He discussed the following points:

- Objectives
- Status of Occupational Safety & Health at PSU
- How Can We Improve?
- What is the “ISP”?
- ISP “Core Elements”
 1. Leadership Commitment
 2. Employee Involvement
 3. Self-Review
- ISP Benefits
- ISP Implementation Strategy
- Summary

V. ADMINISTRATIVE

- A. Ms. Lumley-Sapanski and congratulated Tom Griffiths, who is a internationally recognized expert on pool safety, on his retirement and twenty years of service to the Council and to have a healthy and happy retirement.
- B. Ms. Lumley-Sapanski discussed how the Swine Flu is transmitted on airplanes. The virus travels towards the aisle, affects people in your aisle, and generally not ahead and behind you.

VI. PROGRAM REPORTS

- A. Mr. Triebold distributed and briefly discussed two handouts to Council members. The first handout titled "Office Fire Safety Tips" provided information regarding response to fire alarms in the office setting and how employees can prepare themselves for evacuation. The second handout "Vacation Fire Safety" provided information regarding how to safe guard your homes while you are away on vacation in addition to fire safety tips to follow when on vacation. Both handouts are available on the EHS Website at www.ehs.psu.edu.
- B. Mr. Conklin thanked Council for responding to updating the lists of departmental Safety Officers.
- C. Mr. Foard distributed a "Snapshot" to Council. These snapshots are a simple and easy way to understand safety programs. Mr. Foard asked Council to give him feedback on these Snapshots (see attached).
- D. Mr. Linsenbigler advised Council that an Electrical Safety Program will be offered during July. He will send the information when the date is available.
- E. He advised that there was an OSHA inspection and violations were found. There is no further information regarding this inspection at this time.
- F. He reminded Council members if they become aware of an OSHA inspection, to please notify Don Fronk or Environmental Health and Safety immediately.

VII. MISCELLANEOUS

- A. Ms. Snook advised Council that additional telephone emergency stickers are available. If you have any areas in your jurisdiction that need additional or replacement stickers, please contact EHS.
- B. Mr. Armstrong, PMA, advised Council that numerous web events are available through PMA. Information will be forwarded when available.

VIII. ADJOURNMENT

A. The meeting was adjourned at 10:20 a.m.

**THE NEXT MEETING OF THE UNIVERSITY SAFETY COUNCIL WILL BE HELD
SEPTEMBER 16, 2009 AT 9:30 A.M. AT 118 ASI BUILDING.**

Members Present: K. Sharer for M. Bates, E. Boeldt, J. Burket, C. Colborn, E. Dobo, S. Foard, D. Fronk, T. Griffiths, G. Henry, M. Herbert, C. Johnstonbaugh for B. Holden, C. Hort, P. Janowiak, J. Kurns, J. Lonjin, M. Linsenbigler, K. Lumley-Sapanski, D. Holsopple for R. Pruss, S. Koontz for C. Rickards, D. Rose, V. Kovatto for K. Mozley-Bryan, P. Stanton, R. Stoner, S. Triebold, L. White, J. Wieshaupt, D. Will, D. Witmer

Areas Not Represented: College of Health & Human Development, Commonwealth Services, Housing & Food Maintenance Operations, Human Resources, Information Technology Services, Outreach & Cooperate Extension World Campus, Military, Office of the Vice President for Research and Graduate School, Schreyers Honors College, Smeal College of Business, Student Affairs

Guests: Joe Armstrong, PMA
Tabitha Benner, Animal Resource Program
George Conklin, EHS
Laurie Joyce, Housing & Food Auxillary

Respectfully submitted, Jill Snook
Secretary, University Safety Council

JMS/jms



Snapshots!

Bloodborne Pathogen Program

<http://www.ehs.psu.edu/occhealth/biological.cfm>

EHS Contact: Curt Speaker, Speaker@ehs.psu.edu

Who does this program apply to?

- University employees who could be exposed to human blood or infectious body fluids during the course of their work activities.
 - This always includes:
 - Sports trainers, health care personnel, lab technicians, and lifeguards.
 - This may include full and part-time:
 - Police and security personnel who could be exposed to blood/bodily fluids.
 - Maintenance and janitorial employees who may be expected to clean up blood spills in the course of their job duties.
 - This does not include:
 - Clerical, office or administrative personnel.
 - Faculty not involved in handling human blood or infectious body fluids.

What are the key requirements of this program?

- Work units must develop and implement a Unit Specific [Exposure Control Plan](#).
- Supervisors must:
 - Identify the individuals by job title(s) who are included in this program, both currently and in the future.
- Affected employees must be offered Hepatitis B vaccination at no cost to them.
- Employees who are exposed to blood or other infectious materials must report this to their supervisor and be offered medical consultation immediately.
- Infectious waste must be disposed of properly through EHS.
- [Training](#) Requirements:
 - Initial and annual refresher.
- Recordkeeping Requirements:
 - Maintain unit specific exposure control plan and training records for 3 years.

For additional information:

- Penn State Bloodborne Pathogen Exposure Control Plan
http://www.ehs.psu.edu/occhealth/biological_bbp_ecp.pdf
- OSHA Regulations 29 CFR 1910.1030
<http://www.osha.gov/SLTC/bloodborne pathogens/index.html>
- Policy SY 29 Infectious Waste Disposal
<http://guru.psu.edu/policies/SY29.html>
- PA DEP Infectious Waste Regulations 25PA Code Ch. 284
<http://www.pacode.com/secure/data/025/chapter284/chap284toc.html>



Snapshots!

Storage Tank Program

<http://www.ehs.psu.edu/envprot/stmp.cfm>

EHS Contact: Lysa Holland, Holland@ehs.psu.edu

Who does this program apply to?

- University employees who design, install, or are responsible for a storage tank.
- A storage tank is defined as a mobile or fixed unit of 55-gallons or more that holds petroleum products, oils, chemicals, etc. Drums are not considered to be storage tanks.

What are the key requirements of this program?

- All requests for storage tanks must be approved by EHS.
- All storage tank designs must be approved by EHS prior to installation.
- All storage tanks must be included in a spill plan (required by regulations) for the facility. These plans are developed in conjunction with EHS.
- Supervisors must:
 - Provide a spill kit, fire extinguisher, and first aid kit at every tank location.
 - Ensure that spills, leaks, and releases are reported to EHS.
 - Ensure that tanks are inspected in accordance with the spill plan.
- Employees must:
 - Immediately address spills, leaks, and releases.
- Training requirements:
 - Ensure that personnel are trained annually in accordance with the facility's spill plan.
- Recordkeeping requirements:
 - Maintain tank inspection and training records for 3 years.
 - If the tank is a PADEP regulated storage tank, keep the current registration certificate on-site.
 - Maintain tank maintenance records for the life of the tank.
 - Keep the tank removal records forever.
- Self-inspection requirements:
 - Inspect the tanks monthly.
- Regularly scheduled program components:
 - Review the spill plan annually. Send updates to EHS.

For additional information:

- PA Department of Environmental Protection Storage Tank Program
<http://www.depweb.state.pa.us/landrecwaste/cwp/view.asp?a=1240&Q=453631&landrecwasteNav=|30786|30715|>
- US EPA Oil Spill Program
<http://www.epa.gov/oilspill/index.html>