

THE PENNSYLVANIA STATE UNIVERSITY
Environmental Health and Safety

Date: November 3, 2009
To: Safety Council Members
Subject: Minutes of Meeting – October 21, 2009

I. CALL TO ORDER

- A. Ms. Claver called the meeting to order at 9:30 a.m. A review of emergency action in the event of a fire alarm or building evacuation was discussed.

II. WELCOME

- A. Ms. Claver welcomed members to the October meeting. She introduced Tom Weber, the new Safety Officer for Schreyer Honors College.
- B. A Safety Rap Video was shown emphasizing safety on work sites. Anyone wishing to have a copy please notify EHS.

III. REVIEW OF THE MINUTES FROM SEPTEMBER 16, 2009

- A. The minutes were approved as printed and distributed.

IV. TOPIC OF THE MONTH

- A. Mr. Gary Langsdale gave a PowerPoint presentation on “Enterprise Risk Management Key Initiatives”. He discussed the following points:
- Penn State ERM Initiative Vision Statement is: “Create a risk-aware culture, permitting the University to ensure an effective means to identify, measure, control and assign responsibility to manage risks, while encouraging the acceptance of reasonable opportunities”.
 - The Key Initiative team consists of personnel from all areas of the University.
 - The initial effort was to interview senior leaders from corners of the institution; ask the questions “What keeps you awake at night?”, and then compile the data using the Key Initiative team.
 - There were several risks selected for the initial focus.
 - Think about the risks that are faced every day. Give employees better tools to do their job.
 - The Risk Management cycle is:

- Identify exposures
 - Quantify probability & severity
 - Select & implement treatment
 - Monitor results
 - The risk categories are: strategic, compliance, financial and operational. Reputation is not a separate risk category, but a consequence of other risk outcomes.
- B. Gary Langsdale and Diane Brown offer this presentation to University employees and work units. Anyone wishing to have this for their employees, to please contact Risk Management.
- C. The PowerPoint presentation is located at the following link:
http://www.ehs.psu.edu/help/erm_presentation.pdf

V. ADMINISTRATIVE TOPICS

- A. Ms. Claver gave an update on the H1N1 flu. The University is still seeing cases in students and Penn State has not hit the high peak yet (approximately 10% of students have it).
- B. Ms. Claver requested that Council review areas that could be safety issues. Look at areas that have access to roofs, mechanical spaces, ladders, and electrical switchgear enclosures. Although not all hazards can be eliminated, we need to make sure that access is appropriately controlled. Please report any concerns to Office of Physical Plant or appropriate maintenance staff.
- C. Ms. Claver reminded Council that animals are not permitted in buildings per “SY 07 - Governing Control of Animals on University Property”. Seeing Eye dogs and authorized animals for research are permitted. If animals are seen, please ask the person with the animal to leave the premises. If they do not, contact University Police who will ensure they leave.
- D. The SY 22 – Automated External Defibrillators (AED) policy is almost finalized. If your work unit wants to purchase an AED now they will need to comply with the updated policy. Notification to Council will made when the policy is complete.

VI. PROGRAM REPORTS

- A. Mr. Myers reported there will be a change in how lab safety inspections will be completed. The inspections will be done unit wide which will make the process much more efficient.

Some of the most common violations found during our most recent laboratory inspections are:

- a. Eye wash stations are not being flushed on a weekly basis which can lead to improper pattern, and cloudy or dirty water.
 - b. Documentation is incomplete and out of date.
 - c. Improper labeling of chemical and chemical waste containers
 - d. Improper storage of compressed gas cylinders.
- B. All fluorescent light bulbs will now be recycled, including the low level mercury bulbs and compact fluorescent lamps. SY31 - Lamp Use and Disposal has been updated to reflect this change. <http://guru.psu.edu/policies/SY31.html>. OPP will be helping with this program at University Park. At non-University Park locations, contact Kevin Myers, Hazardous Materials Manager at 814-865-6391 or klm146@psu.edu.
- C. All alkaline batteries will now be recycled, see Battery Disposal Guidelines at http://www.ehs.psu.edu/hazmat/battery_disposal.cfm. Please contact Al Matyasovsky (863-4719, aem3@psu.edu) OPP recycling coordinator, for containers and notify him when containers are full and they will be picked up.
- D. Mr. Linsenbigler advised Council that the incident at the University Park Airport is still being investigated by OSHA.
- E. He advised there will be additional OSHA Basic Training Class on November 11 and 12, 2009 from (9:00 a.m. – 12:00 noon) at the HazMat Building. The training covers safety issues relevant to PSU and is being initially targeted at Council members, departmental safety representatives, and supervisory personnel. All attendees must pre-register using the EHS online system located at <http://www.ehs.psu.edu/training/index.cfm>.
- F. Mr. Triebold discussed an emergency event that occurred at another university. The lab building needed to be evacuated due to a toxic chemical spill and all occupants safely evacuated without any further problems. Comments from the leadership of that unit emphasized that the emergency planning and training that members of the university receive helped to lessen the impact of the emergency. Steve reminded Council that building evacuation plans are part of the planning process to handle emergencies within buildings.
- G. Mr. Boeldt reviewed SY17 - Lasers. He reminded Council that all University lasers need to be registered, supervisors must ensure that users complete the laser safety provided by EHS training and staff must prepare a standard operation procedure (SOP) for each laser and follow that SOP.

VII. MISCELLANEOUS

- A. Ms. Peg Janowiak from Risk Management reminded Council that the University motor vehicle accident form must be completed in the event of an accident involving a university vehicle. That includes all information such as license plate and parking tag number, and complete description of the location of the accident.

The form is located at:

<http://www.controller.psu.edu/Divisions/RiskManagement/forms.html>

- B. The Topic of the Month for November will be a presentation by Ms. Olga Perez, Worker's Compensation Office, on completing the First Report of Injury (FROI) and Safety Officer responsibilities for review and submittal.

VIII. ADJOURNMENT

- A. The meeting was adjourned at 10:50 a.m.

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

Members Present: E. Boeldt, J. Burns, J. Burket, M. Claver, C. Colborn, T. Cygan, S. DeRosa, E. Dobo, S. Foard, K. Frederick, D. Fronk, G. Henry, C. Johnstonbaugh for B. Holden, C. Hort, P. Janowiak, C. Kanour, J. Kuhns, M. Linsenbigler, J. Lonjin, K. Lumley-Sapanski, K. Myers, R. Pruss, K. Mozley-Bryan, S. Koontz for C. Rickards, R. Stoner, S. Triebold, T. Weber, L. White, D. Will

Areas Not Represented: Applied Research Lab, College of Health and Human Development, College of Information Sciences & Technology, Commonwealth Services, Office of Physical Plant, Huck Institute of the Life Sciences, Dickinson School of Law, Information Technology Services, Military, Office of the Vice President for Research and Graduate School, Outreach and Cooperate Extension World Campus, Student Affairs

Guests: Bruce English, Intercollegiate Athletics
Melissa Herbert (via Adobe Connect) Electro Optics Center
Gary Langsdale, Risk Management
Donna McElrath, Animal Resource Program

Respectfully Submitted, Jill Snook
Secretary, University Safety Council

JMS/jms