

**THE OHIO STATE UNIVERSITY
WOOSTER CAMPUS SAFETY COMMITTEE
OARDC, ATI, and Research Stations
Minutes of September 21, 2016 Meeting**

PRESENT: Jim Hacker, Mike Klingman, Scott Wolfe, Jenny Moyseenko, Roger Hamilton, Chip Styer, Deana Hudgins, Nathan Donley, Nathan Firestone, Rosario Candelero-rueda, Mike Kauffman, Leona Horst, Chad Stanton

The meeting was called to order by Roger Hamilton, Chair.

POINTS OF DISCUSSION

1. Discussion of the minutes from September 21, 2016. One name misspelled and to be corrected and approved minutes will be sent to Dave for addition to the website. Chip motioned to approve minutes. Leona seconded motion.
2. Old Business
 - a. Occupational Medicine Meeting updates: No current updates
 - b. Faculty representative alternate for WCSC: No current updates
 - c. Review OSU Working Alone Safety Program document: Will be sent out to campus with emphasis on the work alone checklist at the back of the document. Dr. Benfield will also discuss this document with chairs of departments.
 - d. Wooster Campus version of the OSU accident report form: No current updates
 - e. Other old business from committee members: Pls departing OSU and leaving chemicals/samples behind is also an issue with graduate students and staff that depart. Samples and chemicals are just left. Reminded that Clean Harbors can come in and do lab clean ups.
3. New Business
 - a. Updates: Safety, Police and Fire: Campus Police have been leaving "reminder notes" on/in peoples belongings to show that that item was left out and could have been stolen. Notes are a "gentle" reminder to lock valuables.
 - b. Review of Wooster Campus Safety Committee Charter: Edits made and is a work in progress. New version will be sent out prior to next meeting.
 - c. New business from committee members: Jenny announced she will be retiring at the end of December. The committee thanks Jenny for all of her service as a committee member and secretary. Jenny will work to find a replacement HCS representative.

It was noted that the Wooster Campus Safety Committee website is out of date and needs updated to the new OARDC website design.

Survey of known campus “dark spots” since new streetlight installation is complete. Dark areas on campus and areas where bulbs have gone out. This needs addressed as it has resulted in a member of the public falling and injuring themselves. Any dark spots or burnt out bulbs need to be reported to facilities.

Officer Chad noted that all safety poles (blue light safety phones) are operational and working and are tested routinely. The blue light bulbs are occasionally burnt out, but the phone still works.

Gerlaugh hall upgraded to new hall lights that are on motion detectors. There are no safety lights in the hall that are always on, so the hall gets very dark. It was recommended by the committee that a work order be submitted to lengthen the timers on the motion detectors and to have the proper number of safety lights to remain on at all times.

- d. Election of Officers for 2017 committee year: Roger Hamilton nominated for President by Mike Klingman and seconded by Jim. Scott Wolfe nominated for secretary by Jim and seconded by Mike Klingman. Vote was all in favor of these nominations.
- e. Live ‘n Learn: Thorne Hall had a fire alarm that was found in the morning that had been pulled but the actual fire alarm never went off. It was unknown at the time if the fire alarm pull was bad or what caused it to become pulled.

The next meeting is scheduled for January 18, 2017 at 8:30 am in the Fisher Conference Room.

Motion to adjourn the meeting was made by Jim Hacker and Mike Klingman seconded.

Respectfully submitted,
Scott Wolfe, Secretary