

**THE OHIO STATE UNIVERSITY  
WOOSTER CAMPUS SAFETY COMMITTEE  
OARDC, ATI, & Research Stations  
Minutes of November 18, 2009 Meeting**

**PRESENT:** Dave Drake, Greg Ferrell, Jim Hacker, Roger Hamilton, Mike Klingman, Jennifer Moysenko, Karen Myers, Jackie Schuster, Jeff Strouse, Kristen Willie (USDA), Donna Wyatt.

The meeting was called to order by Dave Drake, Chair.

***POINTS OF DISCUSSION***

1. Approval of the minutes from October 21, 2009. Motion to approve the minutes as written: Jim Hacker, seconded by Karen Myers.
  
2. Old Business
  - a. Lab Safety Inspections – Kristen Willie (USDA) commented that they only had 1 infraction which was a power cord problem. Donna Wyatt added that the inspections went well also for Gerlaugh Hall where the main issue was usage of biohazard bags.
  - b. EHS web page with sidebar – **Dave** learned how to make the changes necessary and **is working on the page**. A comment was made that on the new OARDC web page, the Committee page still needs links to the actual individual committee page.
  - c. Tow Motor and Front End Loader training – Still need an OARDC person to attend the “train the trainer” classes. OARDC currently has their own training for tow motor (proper term is powered industrial trucks) which requires initial training and then an updated training every 3 years. **Dave will ask Tim Butcher** to attend the next meeting in January and possibly also put on 1 or 2 classes.
  - d. New committee members – Karen discussed the idea of 2 new positions with Dr. Nameth. He felt 1 new member from the farm area was sufficient. Mike made a motion to amend the bylaws to add an additional ATI member to represent the farm operation. The motion was seconded by Jim and the motion was approved.
  - e. Pesticide Storage Update – The pesticide storage area was cleaned out and the waste removed. Still need to have shelves removed, **Roger will follow up** and talk to Tammi about removal of shelves.
  
3. New Business
  - a. Updates – Safety, Police, Fire – Greg reported that there were 3 cases of car break-ins in the arboretum, 1 case of passing bad checks, a new parking lot at the Police Dept. and 2 fires since the last meeting. He emphasized the fact that fires need to be reported to the safety office even if the fire is extinguished easily.
  - b. Annual Report – Mike submitted the report for review. Changes were suggested. The report will be submitted for approval at the next meeting after **Mike finalizes the report**.
  - c. Updating building rep list – We need to find out who each department’s building coordinator and/or emergency coordinator is to keep the list updated. **Greg will bring the current list that he has to the next meeting**.

Motion to adjourn the meeting was made by Jim Hacker, seconded by Mike Klingman, motion carried.

**The next meeting will be January 20, 2010 at 8:30 A.M., in the Fisher Auditorium Conference Room.**

Respectfully submitted,

Donna Wyatt, Secretary