

Health and Safety Committee Meeting  
December 2, 2009

Attendees:

Nicole Allen  
Marshall Robinson  
Matt Lebens  
Darwin Eddy  
Robyn Herring  
Cheri Lucas Jennings  
Joe Pollock

- Approved last meeting's minutes
- Visits to health center declining
- Good response to flu clinics
- Accident Reports
  - 10/01-12/01
  - Follow up on Housing Facilities report from Oct.
    - Worker stepped on nail
    - Either find it/recreate it
  - See about making them emailable
  - Keep them in personnel files?
    - Able to track patterns easier
    - Send them only to Robyn?
    - Follow up with HR
    - Same goes for doctors notes
  - 2 reports of bookshelves falling off walls in Library
    - Robyn will check it out
    - Anchored improperly?
    - Contractor/Facilities installed?
- Outdoor emergency testing (the VOICE)
  - Dec. 11<sup>th</sup>
    - 1<sup>st</sup> test
    - Make sure it works
    - Staff survey of if it's audible/understandable
  - Jan. 27<sup>th</sup>
    - The big test
    - Test indoor/outdoor hearing
    - Evacuation procedures
    - e2campus testing at the same time
    - Once a quarter testing: actual drill
    - Once a month testing: test signal
- Next meeting: Wed., Jan. 6<sup>th</sup>