**Environmental Health & Safety Committee Minutes**

**October 19, 2016 – Walker Library**

**Members Present:** Alan Parker, Joe Whitefield, Doug Brinsko, Ben Jones, Ron Malone, Brian Holley, Kathy Musselman, Jimmy Hart, David Edgar, Barbara Draude.

**Alert 4U**

Under the MTSU Alert4U link, there were some minor text changes and the addition of the active shooter information. The active shooter information was taken from the Department of Homeland Security, including a “Run, Hide, Fight” video. Also, reviewed minor revisions to a few RAVE Alert terms.

**Campus Safety Handbook Update**

Some of the minor changes, included:

* The name of the Handbook was revised to “MTSU Campus Safety Handbook.”
* The reference to MSDS was changed to SDS.
* Revised wording that spray paint booths shall be conducted in a UL listed, engineered spray booth. Also, added the wording “Field fabricated spray booths are prohibited on campus.”
* Added information regarding assistance to disabled occupants in buildings during emergencies.
* Appendix E-1: Classroom/Laboratory Safety Analysis Form was discussed. This is a new form for faculty to complete at the beginning of the semester to identify any hazards pertaining to occupant safety in the lab.
* Safety Guidelines for Academic Department Chair and Safety Guidelines for Programs Sponsored by Administrative (Non-Academic) Units was discussed.
* Updated wording regarding Confined Space work on campus, as university employees no longer work in confined spaces, but use appropriate contractors to perform these services. The current letter will be replaced by the standard chapter format reflecting the current policy that permit required confined space work will only be done by licensed professionals hired by the University.
* Updated wording regarding campus fire drills in non-residential spaces, including the procedures and completion of fire drill evaluation reports.
* Updated the reporting of injuries on campus, including sections for employees, students and guests, including contact information for injury or illness.

**The next meeting is scheduled for Wednesday, November 16, 2016 from 1:30 -2:30 p.m. in the Walker Library, Room 475.**