

**Environmental Health and Safety Committee  
Meeting Agenda  
March 15, 2017 – 1:30PM  
Walker Library, Room 475**

- Welcome – Alan Parker
  - Appendix E – Alan Parker
    - Minors in Labs checklist
    - Accident Reporting Form
  - Stormwater events on campus – Shelia Knight
  - EH&S safety training updates – Doug Brinsco
  - Accident and crisis response – Gerald Grimes
  - **Next meeting: April 19, 2016 in the Walker Library, Room 475**
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## **Environmental Health & Safety Committee Minutes**

**March 15, 2017 – Walker Library**

**Members Present:** Alan Parker, Joe Whitefield, Doug Brinsko, Shelia Knight, Vicki Eastham, Charlie Gregory, Kara Hooper, Halley Plunkett, Sondra Wade, Barbara Draude, Fatima Adeyemo, Kathy Musselman, and Connie Hagberg

### **Campus Safety Handbook Discussion**

- Discussion of additions or changes to Appendix E.
  - Minors in Lab Checklist has been added.
  - Discussion on whether or not accident forms need to be filled out or used. Any medical information is protected by HIPPA and should not be on these forms. Forms may need to not be used anymore. Look at removing the forms or having Chemistry edit the forms to not included medical information.
  - Student accident form should go through University Counsel Office.
  - Does Health Services have a form that needs to be referenced?
- Shelia Knight Stormwater Update – The Stormwater Program has hosted several events over the past few weeks and has had lots of public participation and PR with help from multiple campus and community partners.
- Doug Brinsko – EH&S Safety Training Update – Doug gave an overall update of the training modules, new modules and new system in the works. Fatima has a new Radiation Safety Module ready to be released.
- Gerald Grimes – Accident and Crisis Response – Gerald gave an overview of the accident that happened on MTSU campus when he was the first person on the scene and how it was a success. He used training that he receive through other avenues to remain calm, assess the situation, keep the individuals calm and keep traffic moving safely.
- Meeting was adjourned.

**The next meeting is scheduled for Wednesday, April 19, 2017 from 1:30 -2:30 p.m. in the Walker Library, Room 475**

Gerald G. → Accident + crisis response -  
First response training - several avenues  
911 / stabilized situation / talked  
to them / keep calm / secured  
traffic / results were successful

EH+S Meeting - March 15 - 1:30

- Appendix <sup>(E)</sup> Checklist (Minors in Labs) <sup>include as update</sup>

Accident Reporting -

link  
HRS Corvel  
link

Employee - call the Corvel #

all is done online through workers comp.

Student accident form - should go through University Council office

University Council will check if there is a form needed or a link to the process.

Health Services? - do they have a process?

How is EH+S getting the accident information? Not sure how this happens?

- No HIPAA privacy document → Corvel does not have this process. EH+S & HRS work close together

Chemistry  
Form

- pg. 2 of student form - has privacy information - should not be on form

Shelia - Stormwater Update → (projects)

Doug - <sup>EH+S</sup> Training Modules - 5<sup>th</sup> year of modules

- Doug pulled reports
- Fatima has a new Radiation Safety module
- working toward DZC training system
- waiting to launch!