

Lamar Institute of Technology
Monthly Safety Committee Meeting Minutes
October 20, 2023

Committee Charge: To advise the President and the LIT Executive Team on all safety and health issues and to recommend steps to mitigate the issues:

- I. Call to order
 - a. Additions to and approvals of meetings agenda
 - b. Review and approval of minutes from September 22, 2023, meeting
- II. Campus Safety & Security update
 - a. Hiring update –
 - i. Markquinn on LIT campus for day shift; Darnella here on nights; Freddie at Gateway; rotating Saturdays at Gateway for the weekend class
 - ii. General number given 409-257-0073; should be routed to the guards' phones
 - iii. Working with Marketing for info push regarding our phone numbers and contact info
 - b. Incidents
 - i. Students traveling at unsafe speeds in parking lots
 - 1. they have been approached and asked to slow down;
 - 2. able to track down students if necessary using their parking permit number
 - 3. Good response so far from people contacted by the guards
 - ii. Incident from 9-15-23, suspicious vehicle, has resulted in Megabytes investigating employee for theft.
 - 1. Being handled by the food service managers for Megabytes
 - iii. Incident 10-6 = theft at MPC investigated by LUPD
 - 1. Suspect was identified, contacted, and phone given back to owner
 - 2. New lock in place on the receptionist window to help prevent this in the future
 - iv. Gateway Loitering Issues
 - 1. Guards there to help the students feel safer walking to and from the building
 - 2. Whittaker asked about the fire doors being locked (mentioned last month)

- a. This has been addressed / Tracielynn & Becky both have made multiple visits there and are in compliance when checked; Freddie is keeping this in compliance
 - v. Fire Alarm-Beeson
 - 1. Jonathon – possibly the AC contractors that are setting off the alarm codes but he is watching it closely and in contact with Vector;
 - 2. If problem persists when contractors leave the building Vector may end up replacing the control panel-Jonathon monitoring the situation
 - c. Annual Safety Report published
 - i. We met the deadline for Oct 1, Dr Hill noticed some errors, those were corrected and republished
 - ii. Whittaker asked where it was found-that was explained, also sent him an email with the link
 - iii. Now that we have a webmaster, would like to have a site just for our crime logs, ASR, etc. in the future
 - d. Lights have been fixed at MPC (parking lot and walkway)
 - i. These have been fixed and are in working order now
 - e. Campus Security Review in Progress
 - i. This is about structural design and vegetation that may be hindering some security (lighting, clean-up, etc) & other recommendations
 - ii. Required by Texas Ed. Code –
 - 1. explained that we are required to do this
 - iii. 10/01/23 – 11/30/23
 - 1. Started and almost done, have been to every campus and checked all the buildings
 - 2. Will submit to Gary by Dec.1st and believe it will be made available at some point after his review
- III. Notification of Campus Accidents to Safety Committee
- a. Student illness – MPC
 - i. Tracielynn- it was a health issue with the student, explained the situation
 - 1. Becky-nothing from LIT standpoint
 - 2. Whittaker- is housekeeping current on bio-hazard cleanups?
 - a. Tracielynn says they have training, protocols, & kits in place for this type situation

- b. Employee Injury – TC Building
 - i. Explained situation, nothing from LIT nor the employee, simply a freak accident but on-line training required for future prevention.
 - ii. Whittaker-asked follow-up on mercury spill from last month- has the thermometer been removed? Chemistry teacher says it's in his way
 - 1. TWalters-says quote has been submitted and waiting on PO for haz-mat waste removal and did not know that it was in anyone's way but will check on this
- c. Fire Training Grounds -student injury
 - i. Explained/nothing for LIT
- IV. Old Business
 - a. Campus Youth Interactions- Gary
 - i. No updates as Gary is handling this
 - b. Emergency Notifications through Phone App-Gary
 - i. No updates as Gary is handling this
 - c. Security Cameras being reviewed – Gary
 - i. No updates as Gary is handling this
 - d. Parking enforcement update
 - i. Attached several fine schedules for review
 - 1. Briefly discussed and suggested we follow LUPD parking and enforcement and fine schedules
 - a. Motion to approve was brought forward by Tena
 - i. 2nd from Tracielynn and all in favor
 - ii. Suggest repainting parking lots
 - 1. All agree that before we move forward with issuing warnings and possible citations, lines, designations need to be very clear so there is no confusion
 - 2. Tracielynn- handicap signs are in the construction fence right now
 - 3. Whittaker-MPC has had issues with clinic parking, suggests we designate areas as “clinic parking” and not just general “reserved”
 - 4. Tracielynn will get with Jonathon regarding fire lanes/zones
 - iii. Parking warning and tickets
- V. Construction and Maintenance – Jonathon Beritich
 - a. Schneider(A/C) finishing Beeson today, starts TC next week
 - b. Speed Bumps placed in the EN parking lot, starting to secure those

- i. Work in progress and will adjust as they find problem areas
 - c. Contact Jonathon before anyone goes into a construction area, especially the Allied Health Building construction area (even for pictures)
 - d. Whittaker- asked about air handlers in MPC and boilers/thermostats
 - i. Jonathon said finishing the dental hygiene area during a holiday while no classes held
 - ii. Is almost complete there and systems are almost set / soon Facilities will be able to control/run the system
 - e. Building Signs – Eagles Nest sign coming soon, will be easier to see on buildings
 - i. Work in progress for all buildings
 - ii. Tracielynn- do we have “you are here” signs”? Some from earlier in the year that will continue to be used
- VI. Information Technology update – Sam Dockens
 - a. Absent
- VII. EHS Specialist – Tracielynn Walters
 - a. Space Heaters-have to be plugged into the wall, no extension cords, no power strips, surge protectors
 - i. Make sure they are UL listed, have tip-protection, turn off everyday (do not tip them to make them turn off), clear area around heater from any obstructions, papers, boxes etc.
 - b. Mechanical Rooms, Electrical Rooms, HVAC Rooms- are not for over-flow storage
 - c. Signs/Banners cannot be blocking fire alarm pulls, fire extinguishers, fire alarm panels
 - d. Holiday decorations
 - i. Do not hang from ceiling tiles/puncture/move
 - ii. Do not block hallways
- VIII. Safety Training
 - a. 1st CRASE class – October 24, 2023
 - i. For staff and faculty first, then available to students at a later date
 - ii. Dr. Worry- is it training or videos
 - 1. Will plan actual hands-on training at a later date when students are not on campus
 - iii. Becky-I can come over to Dept meetings for this training or just walk through your space for ideas on how to apply the training
 - b. Safety & Security Team available for training

- i. Tracielynn is available to come look at offices for safety/compliance issues
- ii. Whittaker requests Tracielynn as a guest speaker for his spring class on her inspections and forms she uses

IX. New Business

- a. Whittaker – new contract with Career Safe offering OSHA on-line training
 - i. General industry and construction
 - ii. 10 hr classes/certification / \$59
- b. Whittaker-asked about involvement with food inspections and compliance once Health Department makes recommendations for changes, believes LIT should have a representative involved.
- c. Tena- mentioned office in TC building, possible slanting and allowing water to come in
 - i. Jonathon & Becky both knew what room she was referring to
 - 1. Jonathon is handling the situation

X. Around the table

- a. Nothing else mentioned

XI. Adjourn

- a. 2:08pm