

Lamar Institute of Technology
Monthly Safety Committee Meeting Agenda

August 22, 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 @ 1:02 PM by Gary Rash
 - a. Additions to and approvals of meeting agenda
 - b. Review minutes of previous quarterly meeting – no minutes available
 - i. None for approval. Haven't met since 2019.
 - c. Introduction of committee members
 - i. Gary Rash – Chair
 - ii. Peter Whittaker
 - iii. Andrew Garza
 - iv. Tena Cobb
 - v. Valerie Worry
 - vi. Jonathon Beritich
 - vii. Alfred De la Rosa
 - viii. Dennis White
 - d. Explanation for meeting after years of inactivity
 - i. Monthly meeting minutes will take place to generate records.
 - ii. Committee members could be changing in September.
- II. Old Business – None
- III. New Business
 - a. Director of Safety beginning 09/01/2023 – Rebecca Gentry
 - i. Will take over the chair of Safety Committee. Very experienced in safety.
 - ii. Will supervise the patriot security and safety officers.
 - b. Campus Safety Officer positions posted
 - i. Have MOU with LU Police Department and starting Sept 1 they will only respond with Calls for Service and LIT will be hiring our own safety with level 3 security guard. Similar to seen on campus now. They must call police on detainment, and can issue parking tickets.
 - c. Construction update – Jonathon Beritich
 - i. Workforce building on schedule, Open July 2024.
 - ii. Any safety issues
 1. Completing CB safety issues in stairwell.
 2. PTAC scheduled next with Oct 2024 completion.
 - iii. Any reported contractor work injuries
 1. None reported.
 - iv. Anticipated issues with start of Fall Semester (parking)
 1. Drove the parking lot and shows functional.
 - v. Nightlock Lockdown update

1. Demonstrated given for the tool in the classes to executive team.
Discussed in detail the tool and ability to serve as a safety measure to quickly lock down classrooms.
 - d. Information Technology update – Sam Dockens
 - i. No update – Sams Absence.
 - e. Youth Camps – Workforce Training hosts youth camps. Documents are saved on the Workforce Drive in the Master Camps. Angela to email Gary what is on file.
 - i. Child Protection Training
 - ii. Liability Waivers
 - iii. Emergency Response Plan
 - iv. Medication forms
 - v. Insurance
 - f. EHS Specialist Update – Tracielynn Walters
 - i. No Update - Unable to attend.
 - ii. Will be responsible for keeping us compliant for fire review.
 - g. Physical Plant Recommended Monthly Training – Gary Rash
 - i. Different topic each month (attachment)
 1. Goal is to send one module a month for employees to complete.
 - ii. What is the accomplishment?
 - iii. Other department interest?
 - h. Notification of Campus Accidents to Safety Committee
 - i. June 8, 2023 – Employee trip on stairwell (attachment)
 1. SCORM wasn't reported employee didn't visit any doctor.
 2. Training provided to employee recommended to use elevator.
 3. Committee recommended no further action.
 - ii. July 19, 2023 – Employee shoulder injury (attachment)
 1. Injury while moving whiteboard down the stairs.
 2. Spoke with employee about hazard identifications and basic training of lifting maneuvers.
 - i. Around the Table
 - i. Dr. Worry
 1. Communication needing to be cleared up. Who do we follow in cases of emergencies, with notifications saying stay in place and then security personnel showing up telling to evacuate.
 - a. Will bring to attention of president – Gary Rash
 - ii. Peter Whittaker
 1. Not having adequate fire extinguishers. No safety data sheets.
 - a. Gary wrote a Safety Data Sheet and posted where needed.
 2. Gateway shopping center door being bolted. Which was removed during business hours but has been returned.
 - iii. Dennis White asked where new safety department would be located.
 1. TC 114
- IV. Adjourned @ 2:03 PM.