

Lamar Institute of Technology
Monthly Safety Committee Meeting Agenda
September 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 @9:35 AM by Gary Rash
 - a. Additions to and approvals of meeting agenda
 - b. Review minutes of previous meeting (August 22, 2023)
 - i. Correction: Gary wrote Hazardous Communication Policy, not safety data sheets
 - ii. Correction: Peter Whittaker-not having fire & emergency evacuation plans (not inadequate fire extinguishers), specifically for Eagles' Nest & PATC Buildings
- II. Introduction of Committee Members present.
 - a. Dennis White
 - b. Peter Whittaker
 - c. Valerie Worry
 - d. Stephanie Finley
 - e. Tena Cobb
 - f. Tracielynn Walters
 - g. April Smith (Teams)
 - h. Angela Clark
- III. Director of Safety Rebecca "Becky" Gentry introduction
 - a. Contact Information & Phone Numbers
 - b. Campus Safety Officers
 - i. Hired 2 full time campus safety officer, both start in October:
 1. Approved to hire a third, interviews pending:
 - ii. Services offered:
 1. Safety escorts
 2. Battery jumps, tire changes
 3. Security rounds
 4. Safety Training for staff, faculty, and students
 5. Parking enforcement
 6. Accident investigations (responsibility of Gentry and Walters)
 - c. Physical Security Review starts October 1st, due December 1st
 1. Gentry will review physical security of campus & submit recommendations for improvement
 2. Gary will make report available to the Committee upon completion
 - d. Starting October 2023, Director Gentry will be Safety Committee Chair
- IV. Notification of Campus Accidents to Safety Committee
 - a. Mercury Spill – September 13, 2023; Tracielynn Walters gave review of incident
 - i. Attachment (8-10 milliliters/1-2 ounces), report and photos
 - ii. No injuries from the mercury
 - iii. Path forward – storage for breakable items as well as recognition for hazardous materials (for students, staff, and faculty)

- V. Old Business
 - a. Campus Youth Interactions- Gary still working
 - b. Emergency Notifications through Phone App:
 - i. Met with President. Keep in mind the cost but is very interested in going forward. This is still being researched.
 - ii. Peter Whittaker concerned about faculty/staff not having their phones in class, having more than one phone, or not having a phone at all; issue with having to use personal property
 - iii. Monitors in buildings (check for monitors in every building)
 - iv. Teams phones in background (does not extend to classrooms)
 - c. Concerns about inadequate fire extinguishers
 - i. Wasn't fire extinguishers, instead it was evacuation plans (discussed earlier during review of minutes from August meeting)
 - d. Parking enforcement
 - i. Initially wanted to start on October 9th, but will take longer
 - ii. Want to give at least two weeks of warnings before starting to write tickets
 - iii. Fine Schedule
 - 1. LU fines had previously been used for LIT
 - 2. Not everyone clear on current fines (Angela Clark was able to look up fine for LUPD and share some)
 - 3. Compare and recommend fine schedule to take to President; Committee will discuss/ compare/agree on fines during next meeting
 - 4. Announcements need to be made so faculty can address with students
 - 5. April Smith – print the fine schedule on the warnings/tickets so everyone is aware
 - 6. Where will the fines be paid – Cashier's Office for LIT campus
 - 7. Committee for Appeals to citations (student government and faculty members on committee)
- VI. Construction and Maintenance update
 - a. Jonathon Berittech absent
- VII. Information Technology Update
 - a. Sam Dockens absent
- VIII. EHS Specialist Update – Tracielynn Walters
 - a. Addressed the mercury spill under notification of accidents
 - b. Safety Data Sheet placement
 - i. needs to be a paper/physical copy readily accessible where there are hazardous chemicals
 - ii. cannot be in a locked cabinet, 3-ring binder with tabs to easily locate specific chemical names
 - iii. mounted and labeled would be good but not necessary
 - c. Fire & Emergency Evacuation plans
 - i. Tracielynn & Jonathon working on getting updated schematics from architects
 - ii. Will be placed as soon as possible
 - d. Fire doors cannot be propped open, only if it has a magnet up top is it OK to leave the door open
 - e. Hazardous Chemicals/Waste
 - i. Problems with getting inventories from everyone

- ii. Hazardous chemicals / waste being found in inappropriate storage
- iii. Hazardous chemicals / waste being found in unlabeled containers
- iv. Excessive amount of expired hazardous chemicals discovered
- v. Working to get everything properly identified, labeled and disposed of according to safety regulations
- vi. Contact Tracielynn Walters on any unidentified and/or expired chemicals/waste found

IX. Safety Training

- a. Nightlock System-please practice
- b. Gary, Becky, Tracielynn available to come to Department meetings for any trainings
- c. 5–10-minute recordings for different safety trainings (students, staff, faculty)

X. New Business

- a. Crosswalk between MPC & the quad parking – stop sign down/leaning.
- b. Request for Fire & Emergency evacuation plans to be posted in every classroom.
- c. Notified that lights in C-2 parking lot are flickering and not working properly.
- d. Time/Class Schedule for LIT buildings so that they are open while classes are being held
- e. Ceiling tiles cannot be moved or punctured in any way

XI. Around the Table

XII. Adjourn @ 10:32AM