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 Whitaker - 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 Beritiche 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