

EASTERN MICHIGAN UNIVERSITY
UNIVERSITY HEALTH AND SAFETY
COMMITTEE MEETING MINUTES
October 20, 2023

Attendees:

Laura Drabczyk – Risk & Emergency Mgmt.
Audrey Farrugia – AAUP
Cathy Gable – UAW 1976 and ORDA
Kevin Lawson – Student Center
Pat McGill – DPS Officers Union

Lisa Mitchell – FT Lecturers
Auggie Mickevicius - EHS
LaMar Stewart - AAUP
Kathryn Wilhoff – EHS

Absent:

Timothy Allen, Chris Grant, Don Gregory, Candace Hunter, Tanya Johnson, Kristen Klochko, Charles Krey, Matt Lige, James McEvers, Emily McKinnie, Mary-Elizabeth Murphy, Jeffrey Norris, John Sidelinker, Clifford Sims, Tiffany Smith, Beth Stoner, Shana Thompson, Joseph Torres, Mia VanSlyke and Crystal Walrath

1. This meeting was conducted via Zoom.
2. The activity report for August/September was sent to the committee members prior to the meeting. There were no items for discussion.
3. Audrey Farrugia inquired what date is the heat turned on? Kathryn Wilhoff reported it is typically the third week of October but is dependent on the weather conditions each year and will vary accordingly. The systems on campus are complicated and cannot be turned on and off daily like at home. If there are temperature issues, work orders should be submitted with detailed information about the problem. Please keep in mind, no heat calls take priority over too hot calls. Auggie Mickevicius reminded the group to be accurate in your reporting and don't exaggerate the situation, be flexible at season changes.
4. Laura Drabczyk reminded the committee the campus needs to do some cleaning out of storage areas. Kathryn Wilhoff supported this effort by reminding the committee to:
 - a. Keep items off the floor, especially cardboard boxes. Use shelves or pallets.
 - b. Check the [data retention website](#), then archive or dispose of the records appropriately.
 - c. Do not store items in hallways or stairwells.

5. LaMar Stewart inquired if office occupants are allowed to cover their office entry windows. Kathryn Wilhoff responded you shouldn't cover them if you meet with students. It is best also not to cover them for personal safety reasons, e.g. heart attack.
6. Kathryn Wilhoff reported for Emily McKinnie the following:
 - a. Residence Life has designated rooms 1 – 7 in Buell as the COVID rooms for this year.
 - b. Sidewalk repairs have been completed including the ADA treads.
 - c. The exit doors from the main level Walton/Putnam lounge that were added in the renovation were being propped open. Security measures are being added to prevent improper use and access.
 - d. The fall fire drills are being conducted.
 - e. The evacuation signage for the individual rooms are in progress.
7. Pat McGill reported DPS is holding open sessions for ALICE, check the [website](#) for training dates.
8. Auggie Mickevicius noted he is conducting building safety inspections and asked committee members to notify their constituents that they are in progress and to clean up the clutter in their offices. Kathryn also noted that if you see trip hazards, water stains, etc. please put in a work order. Let's try to be proactive instead of reactive.
9. Kathryn Wilhoff noted the following:
 - a. Jim McEvers has been doing laboratory clean outs and is with the hazardous waste disposal company today disposing of the collected hazardous waste.
 - b. The confined space program is being updated to incorporate the building renovation data. Most of the spaces on campus are non-permit spaces.

**The next Health and Safety Committee Meeting is Friday
November 17 via Zoom.**