The meeting was called to order by Mike Klingman.

**POINTS OF DISCUSSION**

1. Approval of the minutes from the January 24th meeting.
   - Moved by Bill Koshar, Seconded by Mike Kauffman

2. Old business
   a. New Online Risk Assessment tool.
      - Mike Klingman – A yearly notice will be sent out, it’s not based on hire date, but on when the assessment was filled out.
      - Mike Kauffman – An individual did not receive notice, make sure to follow up with people you supervise.
   b. Wooster Campus 2018 Laboratory Inspections
      - Still on-going
      - Mike Klingmen reported that his building did well.
      - Deana Hudgins reported that their wet lab is moving to their social science space. Also, her lab and the STAR lab would be moving to Hayden Hall.
   c. New Worker Protection Standard training modules.
      - No further comments were made.
   d. Other old business from committee members
      - Updates to committee representative list.
      - Add Scott Ruck

3. New Business
      - Fire drills are being carried out in all major buildings. 2-3 weeks ongoing.
        - The drills are mostly uncommunicated but are being scheduled around major meetings and interviews.
        - Drills can be used as teaching opportunities, make sure to address deficiencies. It was noted that if leaving campus during a drill make sure to inform someone who will remain in the area.
        - There is currently no capability to send an alert to phones to inform individuals off campus when a fire alarm is triggered.
• Respirator fit testing emails are coming from Cassi.
  - Scheduled based on annual renewal.
  - Knowing that you need to renew is your responsibility, but there will
    also need to be notifications.
• When traveling to or from farms, or anywhere generally, being in the back of
  a truck is acceptable, but do NOT sit on the edge of the bed of the pickup
  truck. All riders should be fully within the truck.
  - When you are hauling any object that sticks out of the bed of a
    truck it should ALWAYS hang out the RIGHT side of the bed, this
    keeps it away from oncoming traffic.
• Please REMOVE keys from vehicles when you exit from them, if you will be
  away from the car, lock the doors. Cars on campus have been broken into on
  campus. Please be safe, and keep your property safe.

b. New business from committee members
• Bill Koshar will be making table tents to be used during meetings to make
  identifying speakers easy.
• Campus Issues
  - Leona Hurst – When it’s windy or when it’s storming, be careful in
    the greenhouses, potential for glass panes to come free causing
    injury.
  - Lee Wilson – Lab temperatures are unacceptably hot when the
    chillers go down, walk in coolers cease to function and samples
    stored within are lost.
    • Mike Kauffman mention that Hayden Hall and FAHRP
      both verge on hot anyway so chiller issues are
      problematic.
    • Joe Messenger is Point of Contact for issues and is
      invited to the next meeting.
• Mike Klingman will be sending out meeting reminders in outlook with 1 day
  reminders.

c. “Live n Learn”
• Bill Koshar – Watch how you lift, will be facing hernia surgery.
• Laura – Wasn’t needed, but could have been, ensure that your eye wash
  stations are working. Thiers wasn’t due to hot water tank being replaces.
  - Jim Hacker – pressure issue in Thorne Annex
• Jim Hacker moved to adjourn the meeting, Mark Schleppi seconded.

The next meeting will be at **8:30 a.m. on Wed., July 18th, 2018** in the Fisher
Conference Room.

Respectfully submitted,
Ryan Brooks, Secretary