PRESENT: Dave Drake, Lee Wilson, Mike Klingman, Bill Koshar, Mike Reding, Jim Buxton, Mike Kauffman, Cassie Sewell, Jim Hacker, Roger Hamilton, Mark Schleppi.

The meeting was called to order by Mike Klingman.

POINTS OF DISCUSSION

1. Minutes from November 15, 2018 approved – motion to approve by Lee Wilson and second by Bill Koshar.

2. Old Business

   a. New EHS hire: Cassie Sewell, was officially present at the meeting as a member of OSU Wooster EHS. The committee looks forward to working with her in her new role.

   b. Online Risk Assessment Tool: This questionnaire, which replaces the Occupational Health Registry, was discussed. Everyone should use the Risk Assessment Tool, located at: go.osu.edu/riskassessment (must login with OSU login)

   Supervisor reporting for this tool was discussed. Tina Bogac (bogac.1@osu.edu), with EHS in Columbus, can assist supervisors that have issues accessing records of employees they supervise.

   c. Recognition for past members: Recognition for past members with extensive service to the committee was discussed. Roger Hamilton will proceed with putting together a recognition memento that can be given out.

3. New Business

   a. Updates Safety, Police, and Fire:

      - Campus police asks to be notified if anyone from campus plans to have their car parked in the same spot for extended periods. This helps them in identifying those vehicles when they are reported.

      - CPR & First Aid training are being provided upon request. There is a $19 per person cost recover in place for this training.

      - Fire extinguisher training is currently planned for this summer. No date has been set as of this time.

   b. Wooster Campus 2018 Laboratory Inspections: Dorian Richards has distributed inspection date schedules via email. The first inspection is March 7th at Selby Hall.

   c. Worker Protection Standard (WPS) training modules: The link for this training is in a new location. It can be found at the EHS training website (https://ehs.osu.edu/training),
under the Occupational Health & Safety training link. Training modules are listed alphabetically, so users need to scroll down near the bottom of the list. It has been reported that these modules tend to work best when using Internet Explorer as the web browser.

It was also discussed that WPS needs to be completed by those working in greenhouses and processing environments, not just those in outdoor field research.

d. University Lab Safety Committee (ULSC): Awards that this university committee oversees were discussed. Nominations are accepted through mid-February. ([https://ehs.osu.edu/ulsc-safety-awards-2017](https://ehs.osu.edu/ulsc-safety-awards-2017))

The next meeting is scheduled for April 4, 2018 at 8:30 am in the Fisher Conference Room.

Respectfully submitted,
Mike Klingman, Chair