

Minutes from the Health and Safety Committee Meeting

May 13, 2004

3:30-5:00 P.M.

recorded by Sarah Tom

I. New members Brian and Sarah welcomed

A. Members present: Alicia, Ken, Lloyd, Brian, and Sarah

II. Alicia reported on the April 13, 2004 Building Coordinator Meeting. The New Building Evacuation Plan Template is on the demography website.

III. Representative reports on any issues—Sarah reported missing drywall on the eave in the attic near the row of desks. Ken reported that Injury and Illness Prevention Plan is in the main office. All demography folk should know about this plan and its whereabouts. If OSHA comes, any given person should be able to locate the plan. Alicia also discussed that OSHA fines are now heftier, as the entire campus is treated as one unit, so even if a citation is issued in two separate departments, the second one counts as a repeat offense. Alicia also reported that the main office has a paper shredder.

IV. Ongoing business

A. We will do another fire drill in the near future. Most previous one, 4/17/02, was with warning to demography inhabitants. The next one will not have warning.

B. Alicia will also find volunteers to assist in mounting “hand-held” fire alarms. There is no other fire alarm system in the building.

V. Walk through

A. The committee completed a walk through of 2232 and the 2nd floor of 2224 Piedmont Ave., paying close attention to the following problems identified during the last building inspection on 5/20/02: #202 needs bungee cords for high shelves; #208 has water damage to the South wall under windows, also need bungee cords for high shelves; #212 brace file cabinet; #210 needs bungee cords for high shelves; Attic needs to post ergonomic care instruction signs, materials

cluttering and creating a fire hazard under eaves should be moved. During the walkthrough, we noted that all items were still outstanding, except for the ergonomic postings which were complete and the moving of the clutter in the eaves, which is in process.

B. Specific areas and offices in 2232 Piedmont

1. Attic: Brian will coordinate moving items remaining in the eaves from last year's carpet installation. Brian will also contact the main University library to see if a box of old reading materials found in our library can be reused. Alicia will check on getting a cordless phone and a tinting of the sunroof window. Alicia will also check with Carl Mason about installing a wireless connection point in the attic. Currently, students report that there is no wireless signal in the attic. Alicia will check on getting the window tinted for the sunroof.

2. Ron's office: The vent in the closet may need cleaning. The shelf near the door containing a shelf called "new books" is not bolted down.

3. John's office: No reported needs.

4. Gene's office: File cabinets need to be bolted down.

5. Jenna's office: No reported needs.

6. 209: No reported needs.

7. Restrooms: No reported needs.

8. Hallway near 209: light bulb is exposed and could be a hazard. Ken will look into finding a mounting or covering.

9. Ken's office: Water damage on west wall.

10. Carl Mason's office: file cabinets need to be bolted down and need bungees.

11. Seminar room: Alicia has put in an order for a wire hub under the table. In the meantime, she will talk to Carl Mason about having fewer cords in the room, as they pose a tripping hazard.

12. Tim's office: Needs a 4" square junction box on the ceiling.

13. Liz's office: Cabinet could use securing, but there is a location problem because there is an outlet behind the cabinet.

14: Red room: Need to throw out lamp and hat rack behind door.

15: Monique's office: Needs bungees.

16. Basement: Boxes near printer need to be removed; room with door and computer may be a possible storage area (consult Carl and Carl first); burglar bars for B2 and main windows have been ordered.

17: B2, B3, B5: No reported needs.

C. Specific areas and offices in 2224 Piedmont

1. Room 30: No reported needs.
2. Room 29: Book case and file cabinets need to be bolted down; need bungees.
3. Room 27: No reported needs.
4. Room 26: Book case and file cabinets need to be bolted down; need bungees.
5. Room 32: Book case and file cabinets need to be bolted down; need bungees.
6. Room 33: Book case and file cabinets need to be bolted down; need bungees.
7. Hallway: Ken will contact Salvage to remove old printer and desk.
8. Closet in stairway: Ken will speak to the appropriate contacts about cleaning out this space.