

SAFETY COMMITTEE MEETING DOCUMENTATION

NOTE: This form, meeting minutes, or a similar record must be completed for each Safety Committee meeting held.

Department: Demography Department, 2232 Piedmont and 2224 Piedmont 2nd floor and partial basement

Meeting Date: Feb 13, 2008 Meeting Chair: Ken Wachter

Title: _____

Other Attendees: Catherine Barry, Carl Boe, Liz Oszelcuk

Attach any additional supporting documentation to this form.

Issue Discussed: Furniture needs bolting: rooms 101B, 102A, 102, B1, 204, 32, 29

Required Actions and Schedule: Request to be made through Physical Plant, LO put in request for estimate 2/14 (NO RESPONSE YET). After estimate submit paperwork for Qbrace program, arrange for bolting.

Responsible Party: Liz Oszelcuk/Physical Plant

UPDATE: This order waiting for clearing of library bookshelves, then must be combined with Campus Movers and Qbrace program.

Issue Discussed: Too many electrical devices using too few outlets in room 101B

Required Actions and Schedule: LO put in request to Physical Plant on 2/14.

Responsible Party: Liz Oszelcuk/Physical Plant

UPDATE: Electrician fixed on Friday, March 7. DONE

Issue Discussed: Fire extinguishers: it has been more than a year since last inspection in 2232, plus we need to have more in commonly used rooms like tea room and seminar room.

Required Actions and Schedule: LO sent e-mail to Environmental Health and Safety on 2/14/08 re. inspection dates and appropriateness of extra extinguishers in public spaces on main floor.

Responsible Party: Liz Oszelcuk/EH&S

UPDATE: Fire extinguishers were inspected and we talked about moving the one in the room by the copymachine to the wall at the foot of the staircase where it will be visible from the tea room and easier to find from the seminar room This has been requested. DONE

Issue Discussed: Rot developing under stairs on north side of building

Required Actions and Schedule: LO: on 2/14/08 sent request for inspection to Physical Plant

Responsible Party: Liz Oszelcuk/Physical Plant

UPDATE: Stairs were termite infested, they have been replaced as of 2/7/08 and there will be a termite inspection on 3/21 to determine if they have spread from the stairs into the building. STAIRS DONE, INSPECTION DONE. Need to request results. Concern remains about bolting of building.

For questions on any item, please contact your Department Safety Coordinator or call EH&S at 642-3073.

Issue Discussed: Concern over integrity of fire escape.

Required Actions and Schedule: LO: sent second request to Physical Plant requesting inspection; will try to find e-mail of woman who never replied when asked about previous inspection.

Responsible Party: Liz Oszelcuk/PhysicalPlant/EHS

UPDATE: Carpenters have looked at the fire escape and have added some boards to strengthen the structure and make it less dependent on that one corner that it rests on. This looks like it may reduce the hazard but has not fully mitigated it. DONE, CONCERN REMAINS. Will mark clearly "Emergency Use Only".

Issue Discussed: Dangling wires in Ron's office.

Required Actions and Schedule: Carl Boe will look at

Responsible Party: Carl Boe

UPDATE: Ken and Liz got there first. It turns out the wires dangling in Ron's office and by the 2nd floor printer are all long-out of use and not live. We were able to cut them up and remove them all while inspecting the library. DONE

Issue Discussed: Some offices do not have correct kinds of surge protectors, with reset buttons, that are able to shut devices off if too much current is running through them.

Required Actions and Schedule: Ken and Liz are performing detailed inspections

Responsible Party: Ken Wachter, Liz Oszelcuk

UPDATE: New surge protectors needed in rooms 210, 208, 209, 30, B-5, attic. Also these protectors have buttons but the lights are out, indicating loss of function (?): rooms 26, 27, B1 (2 of them). READY TO ORDER.

Issue Discussed: Replacement or removal of some unsafe electrical devices, including older space heaters and lamps.

Required Actions and Schedule: Liz Oszelcuk will request order of 2 replacement heaters, rooms 202 and 206, and will discard old heater in room B-2: **READY TO ORDER**

Responsible Party: Monique.

Issue Discussed: Some doors do not open with only one hand motion

Required Actions and Schedule: Request that lockshop disable one of the door handles on each office, rooms B-2, B-5, 102.

Responsible Party: Liz will make Physical Plant request. Request has been made.

IIPP - Form 2 Completed copies of this form must be maintained in Department files for at least one year.
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