

## 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 2<sup>nd</sup> floor and partial basement

Meeting Date: September 22, 2008 Meeting Chair: Mike Hout

Title: \_\_\_\_\_

Other Attendees: Jennifer Johnson-Hanks, Sarah Staveteig, Fiona Willis, Gretchen Donehower, Liz Ozsalcuk

**Attach any additional supporting documentation to this form.**

Issue Discussed: Termite Report results

Required Actions and Schedule: Mike and Liz will request meeting with Physical Plant representative to discuss results and set repair priorities, some time in November?

Responsible Party: Mike/Liz/Physical Plant. 9/25: sent e-mail to Peter Lin requesting meeting with some authorized to deal with termite, post beetle and fire escape issues.

Issue Discussed: Bolting was partially completed some months ago, now needs to be finished.

Required Actions and Schedule: remaining offices needing bolting Lisa/Dana, Clara, Monique, Liz, Jenna(?), basement, Carl M.

Responsible Party: Liz will continue to remind Physical Plant that this work has not been completed. Reminded Peter Lin, 9/26/09.

Issue Discussed: Older heaters need replacing

Required Actions and Schedule: Oil re-circulating heaters will be purchased to replace older heaters in the following offices: Magali, Ron, Ken, Emilio. A heater will be purchased for Leora's office.

Responsible Party: Monique is in process of ordering.

Issue Discussed: The following offices have outmoded surge protectors that need replacements: Carl B., Magali, Gretchen, Mary, Tim's old room, Ken, Leora, Jenna, Pablo/SarahZ, one in the library general area and 3 in the basement general area. All surge protectors in use should have a reset button and should have a lit button to show that they are still fully functioning. Not included in this list are offices where the computers are currently plugged directly into the wall.

Required Actions and Schedule: They are on order and should be in soon.

Responsible Party: Surge protectors have been provided to individual offices; group computer labs still need a few more, which have been ordered.

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: A brace has been added to the stairs leading down from the library, but the committee remains concerned over the integrity of the structure in case of needing to evacuate after an earthquake. Stairs have been marked as not to be used as an alternate casual way to exit the building.

Responsible Party: Liz Oszelcuk/PhysicalPlant/EHS. See above, request for meeting has been made.

Issue Discussed: Bungie cords needed on bookshelves in the following offices: Ron, Lisa/Dana, John, Ken, the "Red Room" and the library. In the case of the library upper shelves have been bungied as required by general safety standards, but since scattered lower books might effectively prevent exit from the library, we will request all shelves have bungee cords added.

Required Actions and Schedule:

Responsible Party: Request for estimate of providing bungee cords to all library bookshelves and upper faculty bookshelves has been made, 9/25/08.

Issue Discussed: Items stored on top of bookshelves.

Required Actions and Schedule: The following offices are currently making use of the tops of bookshelves and cabinets to store heavy objects: Gretchen, Monique, Liz, Ellen, Gene.

Responsible Party: Each occupant should take steps to correct.

Issue Discussed: Mold in basement, server rooms and storage rooms unavailable without hazmat clothing. We did not inspect these rooms.

Required Actions and Schedule: Major renovation project underway in basement of 2224 Piedmont.

Noise will be heavy at times, people should refer to e-mails to local@demog for warnings if the office receives them in time.

Responsible Party: Staff will forward Physical Plant updates to department.

Issue Discussed: Office latch needs fixing in Emilio's office

Required Actions and Schedule: Latch needs to be modified so that door could be opened in an emergency using only one hand, per fire marshal requirements

Responsible Party: Liz – request has been submitted to Physical Plant, 9/25/08

**IIPP - Form 2** Completed copies of this form must be maintained in Department files for at least one year.  
**Rev. 10/02/01**

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