

**Environmental Health & Safety Committee Minutes**  
**June 18, 2014 - Walker Library**

**Members Present:** Doug Brinsko, Watson Harris, Charlie Gregory, Ron Malone, Shelia Knight, Gerald Caudill, Barbara Draude, Carol Boraiko, Henrique Momm, Fatima Adeyemo, Buddy Peaster, Philip Gilmore, Andy Bickers, Brian Holley

**Members Absent:** Jack Ross, Barry Roggenkamp, Jimmy Hart, Ben Jones, Kathy Musselman, Gerald Caudill, Jeff Farrar, Kara Hooper

**EH& S Computer Training Reports:** Dept. Chairs can now view and print training records for their departments. Thanks to the collaboration between East Tennessee State, our IT Dept. and Doug to make this happen. Soon, the Deans and Watson will also have access to these reports.

**New Science Building Update:** If all goes as planned, Monday, June 23 is the day the University will start occupying the Science Building. On July 7<sup>th</sup>. MKC will start moving chemicals to the Science Building. Only one entrance will be open. All university employees will need to show their ID before gaining entry to the building. Movers, equipment installers etc. will register and have a badge so Public Safety patrolling the area will know who is supposed to be in the building. Burn and first aid kits have arrived and will be installed in the labs soon.

- **Environmental Outreach Update:** TDEC showed up at the Ellington Human Science Annex demo project. All went well and no violations were found. Shelia is working with the city to renew the MOU agreement. Shelia will talk to Work Orders and have them contact her when there is a power washing project on campus so she can monitor and provide assistance to keep the storm drains free of contaminants. Spill prevention training should be out soon and facility personnel will be taking this training.
  - **Event:** Saturday, June 28 is Murfreesboro Boat Day. If you are interested in attending, meet at the Greenway at the Medical Center Park Bridge. The event is from 9a.m. – noon. For more info, go to the Stones River Watershed website at <http://stoneswatershed.org>.

**Radiation Safety Update:** Fatima received an email and discovered uranium compound on campus. This information will be added to the license. Our license should be here in August. Fatima is finalizing the radiation safety training module and will let the committee review and comment before training starts. She is also working with Sgt. Stucky to develop training for Public Safety.

**Next meeting will be August 20, 2014 from 1:30– 2:30p.m. in the Walker Library, Room 475.**

**Environmental Health & Safety Committee Minutes**  
**May 21, 2014 - Walker Library**

**Members Present:** Doug Brinsko, Watson Harris, Charlie Gregory, Ron Malone, Shelia Knight, Gerald Caudill, Barbara Draude, Kara Hooper, Carol Boraiko, Jeff Farrar, Henrique Momm, Fatima Adeyemo

**Members Absent:** Jack Ross, Barry Roggenkamp, Jimmy Hart, Ben Jones, Kathy Musselman, Buddy Peaster, Philip Gilmore, Andy Bickers, Brian Holley

**Radiation Safety Update:** Fatima received a letter from the State and answered their questions concerning the license. She is continuing to work on the radiation safety training app. Anyone working with X-ray machines, radiation, laser etc. will take the training before ordering materials. EH&S will send out a survey in September to survey departments/faculty to find out what chemicals, lasers, X-ray machines etc. are on campus. The first week of June EH&S will check the Science Building for 1<sup>st</sup> aid kits, burn kits etc. to ensure these are in place before students/faculty start working in the labs.

**UT/TBR EH&S Officer's Meeting Topics:**

**Biosafety Presentation** – This is a good presentation and was emailed to the committee. Take time to view this if you haven't already.

All institutions are experiencing some of the same issues. Mold, bedbugs, laser safety, unstable students/faculty and bodies for research.

**TNAPPA Conference:** This conference brings together our peers, from other Tennessee institutions, to compare and discuss problems and solutions to areas of concern. Most have enrollment issues, lack of state funding and other similar problems.

**FEMA – Multi-Hazard Training-Belmont:** All campuses are required to have an emergency plan to deal with tornados, earthquakes, dirty bomb, active shooter and other threats to campuses.

**Next meeting will be June 18, 2014 from 1:30– 2:30p.m. in the Walker Library, Room 475.**

**Environmental Health & Safety Committee Minutes**  
**April 16, 2014 - Walker Library**

**Members Present:** Doug Brinsko, Barry Roggenkamp, Watson Harris, Jimmy Hart, Charlie Gregory, Ron Malone, Shelia Knight, Gerald Caudill, Barbara Draude, Kara Hooper, Carol Boraiko, Jeff Farrar, Ben Jones, Kathy Musselman, Buddy Peaster

**Members Absent:** Jack Ross, Henrique Momm, Philip Gilmore, Andy Bickers, Brian Holley

**EH&S Safety Training Modules:** Fatima is working on a radiation safety module that will be divided into three parts for specific areas. These will be Public Safety, radiation worker, staff working in the building. Doug will send Watson another department's training results for her use.

**Customs-Stormwater/Bike Safety Table:** The signup sheet was passed around and several people volunteered to help. This sheet will be emailed to the committee since several members didn't have their calendars with them. The first session starts May 21<sup>st</sup>.

**Safety Apps:** The committee viewed some safety apps and discussed ways to get safety info into our student's hands since most won't read the safety handbook. Fatima recommended we start with adding the EH&S website and phone number to the MTSU student app. Links for the Red Cross and FEMA websites could be added. Barbara said if the committee gets a list of apps together we could invite Tom and Lisa (Mobile App Development Team) to attend a meeting to discuss adding these to the student app.

**Here is the website where we viewed the apps. [www.csun.edu/police/safety-apps](http://www.csun.edu/police/safety-apps)**

**Next meeting will be May 21, 2014 from 1:30– 2:30p.m. in the Walker Library, Room 475.**

**Environmental Health & Safety Committee Minutes**  
**March 19, 2014 - Walker Library**

**Members Present:** Doug Brinsko, Barry Roggenkamp, Watson Harris, Jimmy Hart, Charlie Gregory, Ron Malone, Shelia Knight, Gerald Caudill, Barbara Draude, Andy Bickers, Kara Hooper, Brian Holley, Carol Boraiko, Jeff Farrar, Ben Jones

**Members Absent:** Jack Ross, Kathy Musselman, Buddy Peaster, Henrique Momm, Philip Gilmore

**Safety Video** – Shelia presented the new safety video that will be used as a safety training at new employee orientation. The committee had a few comments. Shelia will work with Pat Jackson to make some minor changes.

**Building Access Policy:** This policy was approved by the committee and will be sent to John Cothorn for his comments.

**EH&S Safety Training Modules:** The safety training modules were designed to train university personnel and to keep the university in compliance with EPA & OSHA regulations. Fatima is working on a radiation safety module. An executive report, with the training results, will be emailed to the committee. Doug will pick an academic dept. and send Watson the training results for that department.

**Reporting accidents, injuries & fires:** Doug emphasized the importance of reporting all accidents and injuries that happen on campus property. All fires, in state buildings, need to be documented and reported whether there is minor or major damage.

**Customs-Stormwater/Bike Safety Table:** Shelia inventoried our giveaways from last year and we have plenty of items for this year. Ron may have decals to distribute and these will direct students to Parking Services for bike registration. The first day of Customs is May 21<sup>st</sup>. A signup sheet will be available at the next meeting. Plan to volunteer. The students and parents are always excited about learning what they can do to help with the environment.

**Stormwater Update:** The EH&S Department along with 30 student volunteers removed 2,200 lbs. of trash out of Sinking Creek and adjacent wetland off Memorial Blvd. next to McAlister's Restaurant. The students had a fun time and helped make a difference in the effort to keep the waterways clean.

**APPS:** Assignment for the Committee - research other university sites for APPS related to emergency, health & safety. Bring information to the committee for discussion. This will be an agenda item for our April Meeting.

**Next meeting will be April 16, 2014 from 1:30– 2:30p.m. in the Walker Library, Room 475.**

**Environmental Health & Safety Committee Minutes**  
**February 19, 2014 - Walker Library**

**Members Present:** Doug Brinsko, Barry Roggenkamp, Watson Harris, Jimmy Hart, Charlie Gregory, Ron Malone, Henrique Momm, Shelia Knight, Gerald Caudill, Barbara Draude, Philip Gilmore, Andy Bickers, Kara Hooper

**Members Absent:** Jack Ross, Brian Holley, Carol Boraiko, Jeff Farrar, Ben Jones, Kathy Musselman, Buddy Peaster

**New Science Building** – This building is projected to be complete by June 22, 2014. The safety lab needs to be set up before hazardous chemicals can be moved. There will be first aid kits on all floors and a burn kit.

**Capital Construction Projects:** J. Wallace attended the meeting to give an update on current Capital Construction projects in progress and other upcoming projects. The Murphy Center Renovation project includes restroom renovations, new HVAC & acoustical panels for better sound. LRC 101 will be renovated from a computer lab into a professional development center for teacher training. The McFarland Building will be renovated for Photography and the Photography Building will be demoed to provide green space. After the offices in Cope move to Student Services in March, the 2<sup>nd</sup> floor of the Cope Administration Building will be renovated. The Davis Science/ Wiser Patten Renovation will begin when the Chemistry and Biology Depts. move into the new Science Building. The chill water line at Founders Lane will be complete soon and Founders Lane will be reopened. After the roundabout is complete, Lightning's Way will be closed off to add a bus/bike lane.

**Key Policy Revisions** – The Office of University Counsel has requested this policy be updated since it hasn't been updated since 1981. The Key Shop will update this policy to reflect electronic access control. A draft, of the policy, will be sent out soon to the committee for review and comments. We will vote online to approve instead of waiting until the next month.

**RSO Update/Radioisotope License/Science Building** – The radioisotope license is for the entire Science Building so this type research could be done in any room in the building. Within two months we should have the state approval. In June, equipment training will begin for support staff.

**Customs/Stormwater** – events are planned including a tree planting Saturday, March 1 from 9a.m.-1:00p.m. Meet in the Kroger Parking Lot located at 2050 Lascasses Pike. Wear work boots, bring gloves, snacks and water. Also, several clean up events will be scheduled. Shelia will be purchasing buttons to give out to students at events and Customs.

**Next meeting will be March 19, 2014 from 1:30– 2:30p.m. in the Walker Library, Room 475.**

**Environmental Health & Safety Committee Minutes**  
**January 15, 2014 - Walker Library**

**Members Present:** Doug Brinsko, Carol Boraiko, Barry Roggenkamp, Watson Harris, Jeff Farrar, Jimmy Hart, Charlie Gregory, Ron Malone, Henrique Momm, Shelia Knight, Gerald Caudill, Ben Jones, Barbara Draude, Kathy Musselman, Buddy Peaster, Philip Gilmore

**Members Absent:** Jack Ross, Brian Holley, Kara Hooper, Andy Bickers

**Introduction** – Fatima Adeyemo/E H & S Radiation Safety Officer

**Bicycle Best Practice Webinar-** Chief Peaster made a motion to find out if the committee would be interested in participating in this Webinar. Carol seconded the motion. This webinar is scheduled February 12, 2014 from 1:00 – 2:30p.m. James Walker Library, room 475. This meeting is on your calendar and will replace our regular scheduled February Meeting.

**Fire Alarm Notification for Persons with Disabilities Policy** – This policy was reviewed and approved with no changes by the committee.

**Bomb Threat – Process & responsibilities**

1. Evacuate building 2. Search building for suspicious package etc. 3. Police give OK to go back in. Would you prefer the Police walk back through the building with you since you are more familiar with you labs, offices, etc. and might recognize something out of place or new? Review the bomb threat process at [www.mtsu.edu/ehs](http://www.mtsu.edu/ehs). in Chapter 6 of the Campus Safety Handbook. Please send Gerald Caudill an email with any feedback.

**Custom's** – The committee will have a table at Custom's to educate the students/parents about stormwater best practices, get students to volunteer to help pick up trash, discuss bike safety and possible register bicycles. The first day of Customs is May 21<sup>st</sup>. We appreciate the committee's support and we'll have a signup sheet for volunteers soon.

**Work Order Reporting** - Call work orders at 898-2308 if there is an emergency situation or an abnormal occurrence with potential damage to university buildings or property. We rely on the campus community to inform us of these type problems.

MTSU escaped cold weather related problems with only a few frozen pipes and some other minor issues.

**Note: The meeting on the 12<sup>th</sup> starts at 1:00p.m.**

**Next meeting will be February 12, 2014 from 1:00– 2:30p.m. in the Walker Library, Room 475.**

There was not an EH&S Committee Meeting held for December 2013.

**Environmental Health & Safety Committee Minutes**  
**November 20, 2013 - Walker Library**

**Members Present:** Doug Brinsko, Carol Boraiko, Barry Roggenkamp, Watson Harris, Kara Hooper, Jeff Farrar, Jimmy Hart, Charlie Gregory, Ron Malone, Henrique Momm, Terry Logan, Andy Bickers, Shelia Knight, Gerald Caudill, Ben Jones

**Members Absent:** Jack Ross, Brian Holley, Barbara Draude, Kathy Musselman, Buddy Peaster, Philip Gilmore

**Welcome our new EH&S employees**

Jim Rowland came to us from the Miller Coliseum and we are excited to have him on our team.

Fatima Adeyemo is our new Radiation Safety Officer – she has accepted this position and will start working January 6<sup>th</sup>.

**Campus Mold** – EH&S responds to mold complaints daily and uses a procedure to evaluate the mold. Mold is the number one complaint at most universities.

**Employee Safety Video** - Pat Jackson is putting the final touches on the video and it should be ready in January.

**Vehicle Safety Guidelines** – Facilities Services is working on a set of safety guidelines for their employees to follow when driving state vehicles. These guidelines may end up being used campus wide in the near future. Charlie asked if there was any online training that employees could take to cover this area. Shelia will check on a training module that could be used for this training.

A four day/three day maintenance work schedule is under consideration to allow maintenance to have access to areas such as classrooms, etc. when there are less interruptions and people on campus. One shift will work Monday – Thursday and the other shift will work Friday-Sunday. Facilities Services will need to hire 3 – 4 maintenance workers to accommodate this type schedule. Gerald would appreciate feedback from the committee on this topic.

Terry has been working to clean up several areas of campus from Greek Row, house #8 where a sprinkler head burst on the 3<sup>rd</sup> floor causing water to run to the first fl. Tennis Courts had a sewer backup causing offices to be evacuated for the cleanup. Abatement at Human Sciences is finishing up.

**Charlie made a motion to cancel the December meeting and Doug second the motion so our next meeting will be January 15, 2014 from 1:30– 2:30p.m. in the Walker Library, room 475.**



**Environmental Health & Safety Committee Minutes**  
**October 16, 2013 - Walker Library**

**Members Present:** Barbara Draude, Doug Brinsko, Carol Boraiko, Barry Roggenkamp, David Edgar for Watson Harris, Kara Hooper, Kathy Musselman, Buddy Peaster, Philip Gilmore, Jeff Farrar, Jimmy Hart, Charlie Gregory, Ron Malone, Henrique Momm, Terry Logan

**Members Absent:** Jack Ross, Andy Bickers, Shelia Knight, Gerald Caudill, Ben Jones, Brian Holley

**Radiation Safety Officer** – Bud Fischer, Watson, Doug and Gerald will interview six candidates in November to fill this position. This person will oversee the safety activities of all labs in the new Science Building.

**Campus Mold** – Testing was done in several campus buildings and no excessive levels of mold or types that would cause health problems were found.

**New Science Building/MCK-Hazard Chemical Move** – MKC will be the contractor that will safely move the hazardous chemicals from Davis and Wiser into the new Science Building. They have been in this business for 30 years and we are in good shape for the move.

**DSB & WPS – Hoods results on file EH&S** – Ten to twelve hoods aren't working properly. Efforts, to get these in working order, is in progress. There are a total of 70 fume hoods in Davis and Wiser. The new Science Building will have 167.

**Safety Inspections/Safety Committee – Watson & Doug** – Voorhies Engineering Tech and Tucker Theater have had repeated safety violations. A competition between departments was suggested to encourage better results from inspections. Safety rewards, for those departments excelling in keeping their departments safe, were also suggested. The Rec. Center is an example for other departments to follow. They maintain a safe facility and EH&S safety inspections get good results.

**Golf Carts/Bicycles** – Golf carts need to be driven on the roads when possible. Jimmy John's delivery bikes are difficult to see at night.

**Rave Notification Messages** – Barbara announced that the rave messages, that we get on our computers, will now be sent out to all digital signage boards in campus buildings. At this time there are 56 to alert campus of potential threats, storm warnings etc. The outside marquees will also be added to this system in the future.

**Our next meeting will be November 20, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee Minutes**  
**September 18, 2013 -Walker Library**

**Members Present:** Charlie Gregory, Barbara Draude, Doug Brinsko, Brian Holley, Carol Boraiko, Shelia Knight, Gerald Caudill, Watson Harris, Jeff Farrar & Arthur Reed

**Members Absent:** Jack Ross, Kathy Musselman, Philip Gilmore, Buddy Peaster, Warner Cribb, Jimmy Hart, Andy Bickers, Terry Logan, Barry Roggenkamp, Ben Jones, Kara Hooper & Ron Malone

**RSO Update:** The position was posted & received five candidates. Doug has requested that the position be re-opened until 09/20. So far, there have been two additional candidates that have applied. No interviews have been scheduled yet. Once the position has been filled, Doug would like to move forward with setting up the Radiation Safety Committee.

**Campus Mold Update:** There are a number of projects that are ongoing. A status update on two of the projects: 1) Ingram Building – Currently in a mold mitigation project. There has been minimal mold found in the building & between the walls. Doug is confident that the outcome will be positive. 2) Ellington Human Sciences – Gobbell Hays is currently sampling in various areas of the building. Some of the results of the tests will be back within a few days, but a portion of the results had to be sent off for additional testing. We should have more information about the projects in about 2 weeks.

Some people with auto immune disorders will have to get an ADA & provide medical documentation that they cannot be in an area with mold exposure. If the proper paperwork is produced, the individuals can be relocated to another location.

**New Science Building/MKC:** MKC has been working with the Chemistry & Biology departments this week. All of the Chemistry faculty has been completed. MKC is working with Lyn Boyd & will hopefully be finished with the Biology faculty by 09/24.

**DSB & WPS:** Hoods are up-to-speed. Out of the 39 hoods, 10 failed & 9 had to be worked on in order for them to pass in the inspection. There will be over 160 hoods in the New Science Building. Jeff McConnell sat in on the meeting & is working closely with EH&S to stagger the certifications of the hoods throughout the year so that they are not all being tested at the same time. Doug has set the requirements for the hoods at 100 ft per minute/minimal capture velocity.

Sept 2013

**Safety Inspections/Safety Committees:** Health & Human Performances inspections have been completed, BET review has been finished, Tucker Theatre will be finished by the end of the week, BAS currently has a Standing Committee. There has been a Safety Committee established for every college & Watson keeps the minutes for the meetings. There has been a request for inspections of the faculty offices, so Watson is currently working on that.

**AED Update:** Per Brian Holley, all of the AED inspections have been signed off for last month.

***Topic to be added to the agenda for the next EH&S Safety Committee meeting:***  
**Golf carts & Bicycles:** TBR has been having consultations (Lance Alexis) about golf cart & bicycle procedures. There is a problem with the intersections – there is a mess between the golf carts, bicycles & students with disabilities. The conclusion seems to be that the golf carts & bicyclist need to stay on the road & in the path of traffic.

**Environmental Health & Safety Committee Minutes**  
**August 21, 2013 - Walker Library**

**Members Present:** Andy Bickers, Barbara Draude, Doug Brinsko, Carol Boraiko, Shelia Knight, Gerald Caudill, Barry Roggenkamp, Watson Harris, Ben Jones, Kara Hooper, Brian Holley, Kathy Musselman, Buddy Peaster, Philip Gilmore, Jeff Farrar, Warner Cribb, Jimmy Hart, Charlie Gregory

**Members Absent:** Jack Ross, Barry Roggenkamp, Ron Malone

**New Employee Safety Video** – Sheila presented a very informational safety video to be used at new employee orientation to promote safety awareness. She will attend orientation to answer questions. Sheila is working with several members of the committee to make edits to the video to enhance the presentation.

**Stormwater Annual Report** – Shelia presented a video of all MTSU stormwater related events, activities & accomplishments for the past year. All events have been documented to meet MTSU's requirements for our MS4 permit with the City of Murfreesboro. Our Annual Stormwater Meeting with the City is scheduled for September 17 at 6:00p.m at Patterson Park Community Center located at 521 Mercury Blvd. Please plan to attend.

**AED Inspections** – Doug reported that most of the owners of the 14 new AED's aren't inspecting these devices monthly. Discussion followed. Brian Holly said his staff is in most of the buildings and can inspect all 14 AED's monthly until a decision is made to resolve this issue.

**Golf Cart ID Numbers** – Prof. Tony Johnson sent an email stating his concern for drivers of golf carts not obeying the guidelines. He suggested putting the ID numbers on all four sides of the cart and in 12 inch letters. Warren Cribb made a motion for the university to ban all golf carts from campus. Gerald agreed with his motion. Further discussion to continue.

**Ladder accident review** – a maintenance worker was injured severely while working on an eight foot ladder. The employee is recovering. The employee had been through safety training and this accident could have been avoided.

**Our next meeting will be September 18, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**

There was not an EH&S Committee Meeting held for July 2013, due to low attendance.