**UAH Facilities & Operations Safety Committee**

**March 15, 2015**

**UAH Campus**

**Physical Plant Building; Room 108**

**9:30am – 10:30am**

1. Call to order by Marcia Pendleton
2. Roll Call of members:

David Barnes (HVAC) – absent

Reyna Coleman (Custodial Services) – present

Andy Doll (Electrical) – present

Brad Edwards (Grounds) – present

David Ford (Housing) – absent

John Kennedy (Maintenance) – present

George McDavid (Plumber) – absent

Marcia Pendleton (OEHS) – present

Shelly Walker (Administration) – present

III Approval of Minutes

1. Unfinished Business
   1. Safety Hazard Analysis
      1. Pendleton will meet with each committee member to conduct job hazard analyses for specific activities in their individual departments. Members will determine if any revisions or modification are needed to adequately identify the safety hazards and develop a plan of action to reduce or eliminate hazards.

**Action item:** Submit a revised Safety Hazard Analysis that identifies workplace hazards.

1. New Business
   * 1. Fire extinguisher training will be provided for facilities and Operations employees in June and July.
     2. Annual training for respiratory protection and hazardous materials spill response (OSHA and EPA required) will take place in June.
2. Facility &Safety Updates – Pendleton requested all to notify the OEHS when confined spaces are encountered.
3. Safety Timeout – No topics discussed
4. Adjourn

Motion to adjourn: Reyna Coleman

Second to motion: John Kennedy

/srw