**UAH Facilities & Operations Safety Committee**

**December 12, 2014**

**UAH Campus**

**Physical Plant Building; Room 108**

**9:30am – 11:30am**

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

David Barnes (HVAC) – present

Reyna Coleman (Custodial Services) – present

Bobby Dempsey (OEHS) – present

Andy Doll (Electrical) – present

Brad Edwards (Grounds) – present

David Ford (Housing) – present

John Kennedy (Maintenance) – present

George McDavid (Plumber) – present

Marcia Pendleton (OEHS) – present

Shelly Walker (Administration) – present

III Approval of Minutes

1. Unfinished Business
	1. Safety Hazard Analysis
		1. Pendleton requests committee members edit their existing Safety Hazard Analysis 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. Discussion started about liability issues; who would be liable if a team leader or supervisor didn’t inform their team about safety hazards. Also, who would be responsible if the supervisors or team leaders informed team members of the hazards, but was unable to stop the hazardous behavior?

# Action Item: Identify hazardous actions / items during the course of a workday and present it as a safety timeout at future meetings.

* + 1. Slide Presentation
			1. Pendleton presented safety slide presentation for the committee to critique. Committee approved of slide presentation but determined that the narration needed consistency.

# Action item: Revise the safety slide presentation to have only one narrator.

1. New Business
2. Facility &Safety Updates – No Updates
3. Safety Timeout – No topics discussed
4. Adjourn

Motion to adjourn: Marcia Pendleton

Second to motion: Bobby Dempsey

/srw