

Minutes

UAS Juneau Campus Safety Committee Meeting

Tuesday August 2, 2016

2-3pm Egan Wing Room 114

Members present: Keith Gerken, Dan Garcia, Tom Dienst, Lisa Hoferkamp, Paul Dorman

Members absent: Matthew Ziemer, Keni Campbell, Ivan Hazelton

Incident Reports

Since the last meeting a month ago, there has been one injury incident involving a pulled shoulder while moving items in her office area.

Risk and Events

Conference Services Task force was formed on April 27, 2016 charged mainly with creating a unified intake strategy that allows a client to book rooms, catering and accommodations in a common online reservation system. There are customers that utilize services from multiple departments. This task force will generate common customer service standards for customer handoff when utilizing multiple services.

This provides an opportunity to capture risk issues related to the event. When UAS events and activities take place independently without coordination, risk issues are not always addressed. This effort to consolidate is a step in the right direction.

Events management will be transferred to the Registrars Office.

Trespass

A location in cyberspace will be set up so that those that issue trespass notices can place a copy of the notice and information about the person trespassed. After trespass information is posted, the person posting sends an e-mail to the UAS Incident Management Team (IMT) informing them of the new posting. The IMT can then review the file and decide if they need to forward the link to staff in their areas of responsibility.

Information posted along with the copy of the notice should include a recent photograph, name, location that they are trespassed from, duration and any specific behaviors of concern.

This will allow staff to be informed about current trespassed persons in a timely fashion.

Faculty Safety Briefing

Health and Safety Office is generating a Faculty Safety Briefing to highlight the following emergency and risk management information:

Faculty Safety Orientation

Communicating Hazards to Students

Classroom and Lab Safety Tips

Risk Management for Field Trips and Events

Emergency Communication

Classroom Emergencies and Safety

CPR Classes

Paul Dorman will be holding a CPR/AED class for Facilities Services staff. This class will have an online portion that must be completed before the hand on, skills testing portion. This shortens the class to about 2 hours.

Enterprise Risk Management

Each University in the UA System must determine their top three risks and provide to the Systems Office of Risk Management by August 15th for subsequent submission to the UA Summit Team then the BOR. The process used to determine which risks to highlight is similar to the Hazard Vulnerability Analysis where we looked at the source of risk, likelihood, impact and mitigation. Ideally the process should involve representatives from each department.