

**EH&S Committee 6 Meeting**  
**CMU 046**  
**March 17, 2011 3:00pm**  
Minutes by Sherri Huber

Present: Tracy Harvey - Chemistry, Bernice Jennings – Dean’s Office, Bob Blum – Dean’s Office, Sherri Huber - LLC, Heidi Tilghman – Germanics – Shared Services, Ron Maxell - Physics, Beverly Wessel – Philosophy, Susan Williams - English  
Stuart Cordts – EH&S representative

- I. Called to order by Tracy Harvey at 3:05pm.  
The minutes from the February 17, 2011 meeting were approved via email.  
Accident report 2011-01-087, reviewed and found incomplete and returned to department for corrective action, was completed and no further action is necessary.
  
- II. Reviewed Accident/Incident reports for February 2011.  
  
2011-02-012> reviewed, no further action necessary.  
2011-02-034> reviewed, no further action necessary.  
2011-02-040> reviewed, no further action necessary.  
2011-02-059> reviewed, incomplete, returned to department.  
2011-02-064> reviewed, no further action necessary.  
2011-02-070> reviewed, no further action necessary.  
2011-02-072> reviewed, incomplete, returned to department.  
2011-02-081> reviewed, incomplete, returned to department.
  
- III. EH&S Campus Wide January meeting:  
  
Training Record Keeping Panel: Tracey Mosier, Facilities Services, Tracy Harvey, Chemistry Department, Liz Kindred, HMC. Presenters gave overview of programs used to track training in their respective areas. Programs were either developed in house using Access (Chemistry) or purchased off the shelf (Facilities Services and HMC ). HMC uses a software application called Learning Management System (LMS). LMS does not come with existing content. Is viewed as an efficient system but takes a lot of people to run and is expensive. For more information, please review the U-Wide Safety Committee minutes. The U-Wide Safety Committee is in the initial stages of looking at ways to support the campus community to meet requirement for documentation of safety training, which is required by L&I.
  
- IV. Overview of Chemistry’s Tracking System for Training: Tracy Harvey  
A Chemistry computer specialist developed an in-house tracking system; this was initially time intensive for the employees involved in design of the system. The completed system involves administrative personnel to put in employee data and a safety officer to manage the training recordkeeping. The system is easy to use to generate training summaries and individual training reports.
  
- V. Meeting adjourned 4:50pm. Next meeting April 21, 2011 3:00pm CMU 065.