

MINUTES
Personnel Policies Procedures and Communications Committee
11.10.22

MEMBERS PRESENT: C. Stodd, C. Varrige, H. Stone, C. Armour

MEMBERS ABSENT: C. Rohde-Szudy (EXCUSED)

OTHERS PRESENT: C. Strang, J. Becker

At 2PM, Chair Stodd called the meeting to order and requested that the Secretary note those present.

Chair Stodd directed the attention of the Committee to the Minutes of the previous meeting. Ms. Stone moved, seconded by Ms. Armour, to approve the Minutes. All in Favor. MOTION CARRIED.

Chair Stodd paused for public comments. Mr. Terry Fritter noted that it was this week in 1887, that the Haymarket Martyrs were executed.

Ms. Varrige arrived.

Chair Stodd recognized Mr. Chris Strang, Assistant Vice Chancellor for Environmental Health and Safety for the purpose of providing a report to the Committee and answering inquiries. Mr. Strang provided a briefing on the organization and function of his department.

In regard to questions that had been raised about employee requests for footwear, Mr. Strang noted that campus does not have a single shoe policy, but in regard to FP&M, there is a policy based on the type of job performed and allotment is included for purchase of necessary shoes for those working in the physical plant.

Discussion was heard regarding safety glasses for those who work at computers. Reply came that EHS is unaware of any evidence that any glasses are effective to assist those working at monitors or that such work causes eye strain.

Discussion was heard regarding the role of ergonomics in the workplace. It was noted that requests can be made to EHS to give demonstrations of ergonomic techniques and how to execute microbreaks in the workplace.

Discussion was heard regarding the communications strategy of EHS and the awareness of their resources by the workforce. Reply came that the website has been recently redesigned, and that feedback is welcome in this regard. Concern was expressed that those working on 2nd and 3rd Shift may not have the opportunity to navigate the website. Reply came that 2nd and 3rd Shift staff has been met with in person.

Discussion continued that evaluation of safety glasses needs are risk based and that EHS works directed with a manufacturer but that a valid and current prescription from the employee, along with a note from a supervisor, is required.

Discussion continued regarding dissemination of information to employees. Reply came that there is a dedicated trainer who acts as a communication conduit to supervisors.

Discussion was heard regarding engagement with CLS to provide summary sheets of various trainings and FAQ's.

Question was raised as to who to contact with safety concerns. Reply came that employees should begin with their own supervisor, or EHS designated trainer. Question was raised if OHR policies match up with EHS standards. Reply came that in terms of ergonomics, those are more of recommendations than policies and it was noted that most employees would benefit from more standing, rather than sitting.

Discussion was heard regarding the intersection of best practices and HR policies. Discussion was heard regarding employees who work in designated biohazard areas. Reply came that in this regard protocols have been improved and are enforced and if researchers do not follow procedures, then EHS should be notified.

At 2:40PM, Ms. Varrige moved to adjourn the meeting, seconded by Ms. Stone. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary