

Finding Aid for the Environmental & Occupational Health
& Safety, Safety Committee Records, 1968-1975, 1990-
2007



Collection Number: RG 35/4

Archives & Special Collections

William F. Maag, Jr. Library
Youngstown State University
One University Plaza
Youngstown, Ohio 44555
330-941-3487 (Phone)
330-941-3734 (Fax)
www.maag.ysu.edu/archives

Descriptive Summary

Title:	Environmental & Occupational Health & Safety, Safety Committee Records, 1968-1975, 1990-2007
Record No.:	RG 35/4
Accession No.:	UA 2004.14 and UA 2004.40
Creator:	The YSU Safety Committee
Extent:	1 box, 1.5 linear feet
Abstract:	The Safety Committee is composed of representatives from across the campus population. It operates under the auspices of the Dept. of Environmental and Occupation Health & Safety. The Safety Committee is charged with overseeing campus safety and for reporting and recording safety issues.

Administrative Information

Provenance:	The YSU Safety Committee
Preferred Citation:	Environmental & Occupational Health & Safety, Safety Committee Records, 1968-1975, 1990-2007, RG 35/4, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
Restrictions:	None
Processing Information:	Processed By Lisa Marie Garofali, December 2007

Historical Sketch

The Youngstown State University Safety Committee is one of several committees under the Environmental and Occupation Health and Safety (EOHS) Department on campus. Before the EOHS was established in 1989, it was previously known as the Department of Environmental & Health Services. The EOHS have the following duties¹:

- Reports to the Executive Vice President
- Eliminates hazards which may result in injury, illness to students, employees, and visitors to campus or the destruction of University property

¹ "Mission Statement." Online Posting. Retrieved 4 Dec 2007. <<http://cc.yosu.edu/cohs/missiom.htm>>

- Assures the campus is in compliance with all federal , state, and locally mandated programs dealing with safety or environmental issues
- Communicates between the University and the federal and state health and safety officials.
- Periodically publishes Safety Bulletins to heighten employee awareness regarding safety hazards that may be in the work place or at home².

The Environmental and Occupational Health and Safety Department also has a website (<http://cc.ysu.edu/eohs/index.htm>) which lists the following.

- | | | |
|------------------------|----------------------------|-------------------------|
| • Mission Statement | • Committees | • MRSA FAQ |
| • Contact Information | • Programs and Policies | • MSDS Links |
| • Emergency Procedures | • Photo Album | • Regulatory Links |
| • Services | • Forms | • Chemical Management |
| • Bulletins | • Motor Vehicle Guidelines | • University EOHS Links |

The Safety Committee (previously called Health Committee, Health and Safety Committee, Physical Facilities and Safety Committee) “reviews reports of accidents occurring on campus, with particular attention to those involving faculty and staff members in performance of their duties. It forwards information concerning unsafe working conditions and recommends remedial action³.” The committee is composed of representatives from across the campus population.

Scope and Content Note

The records came to the University Archives and Special Collections by means of two separate accessions. The first accession, UA 2004.14, was deposited in Maag Library by the secretaries of the Safety Committee and then sent to Archives and Special Collections. The second accession, UA 2004.40, was collected by and donated to the YSU Archives and Special Collections by Debra Beronja, who was the Access Services librarian in Maag Library.

The records are arranged into five series by type and are filed chronologically within the series. There is a large gap within the whole collection between 1975 and 1990. Series I include the correspondence sporadically dated from 1968-1975, 1992-2002. Series II contain the committee Minutes, sporadically dated from 1968-1975, 1991-2007. Series III involves the Reports, 1968, 1991-2007. These reports are reviews of accidents on campus that have occurred within a given date. These reports may have minutes referring to them and the minutes may refer to a specific report. Series IV is designated to the Newsletters and Safety Bulletins published by the Environmental and Occupational Health and Safety Department on campus. The materials cover a variety of subjects and

² “Safety Bulletins.” Online Posting. Retrieved 4 Dec. 2007. <<http://cc.ysu.edu/cohs/bulletins/index.htm>>

³ “University Safety Committee.” Online Posting. Retrieved 4 Dec 2007.

<<http://cc.ysu.edu/cohs/safetycommittee/safetycommittee/index.htm>>

date from 1990-2001 and some materials are undated. The final Series covers the Subject Files with dates from 1967-1974 and 1990-1995.

Series Description

Series I: Correspondence
Series II: Minutes
Series III: Reports
Series IV: Newsletters
Series V: Subject Files

Related Materials

RG 35/1- Directory/Safety Officer/ Radiation Safety Officer/ Insurance
RG 35/2 Environmental Concerns
RG 35/3 Chemical Management Center
RG 31/8 Labor Relations
RG 36- University Facilities & Support Services
RG 48/33 Student Health Services (Student Health Clinic)
RG 67 Union Papers

Index Terms

Environmental Protection Agency
Ohio Department of Health
Nuclear Regulatory Commission
Occupational Safety and Health Administration
Safety Regulations
Safety Bulletin
American College Health Association
Ohio Board of Regents
Environmental and Occupational Health and Safety
Safety Reports
Safety Issues
Fire Prevention Guidelines
Vehicular Traffic
Tornado Safety Week
Telephone Emergency Network
Student Health Clinic
OSHA

BOX 1

SERIES I: CORRESPONDENCE

Folder	Content
1	1968-1969, 1972-1975
2	1992, 1995-2002

SERIES II: MINUTES

Folder	Content
3	1968-1975, undated
4	1991-1992
5	1996-1997
6	1998-2000
7	2001-2003
8	2004-2007

SERIES III: REPORTS

Folder	Content
9	1968, 1991-1992 Pt. 1 of 2
10	1968, 1991-1992 Pt. 2 of 2
11	1993-1994
12	1995-1996
13	1997-1999
14	2000-2001
15	2002-2003
16	2004-2007

SERIES IV: NEWSLETTERS

Folder	Content
17	1990, 1992-1993, 1997-2001, undated

SERIES V: SUBJECT FILES

Folder	Content
18	Student Council Bill Form, 1967
19	American College Health Association Statement on Health Rights and Responsibilities, July 1968
20	Survey of Student Health Services, 1974
21	Standard First Aid Course and CPR Recertification Class, 1990
22	Ohio Board of Regent Minutes, 1995
23	Publications, undated