I. Functions:
The functions of the Safety Committee are to make recommendations to the Administration on remedial action to eliminate or reduce hazards and threats to safety on the campus and to coordinate UW-M Civil Defense activities.

II. Meetings:
The Committee held three meetings during the year, October 26, November 2, and April 5.

III. Activities:
The major activity of the year was a reevaluation of the University emergency and civil defense procedures as a result of the Cuban crisis. The Committee, together with Col. J. C. Adderley, Prof. J. W. Kenny, Dean R. E. Norris, and Mr. J. Trover, brought the Civil Defense procedures up to date for reissue to the Faculty and staff.

Other matters considered during the year on which action was taken or which resulted in recommendations by the Committee were:

A. Preparation of a safety reminder to the Faculty and staff.

B. Establishment of a procedure to supply new buildings with safety equipment.

C. Requested clarification of faculty responsibility and liability in cases of accidental injuries to students. The Safety Committee believes that the purchase of liability insurance by the University for the Faculty would result in an increased awareness by the Faculty of their responsibilities in the area of safety.

D. Elimination of unsafe conditions during registration in the Fieldhouse.

E. Safety hazard posed by students eating and studying on stairways.

IV. Recommendation:
The present membership on the Safety Committee is, AS-5.221: The Vice Provost plus five members of the Faculty appointed annually by the Provost.

The Safety Committee recommends that the membership be changed to: The Vice Provost, The Superintendent of Buildings and Grounds, plus four members of the Faculty appointed annually by the Provost.

The reasons for this recommendation are:

A. The Superintendent of Buildings and Grounds has been serving on the Committee in place of the Vice Provost. His membership on the Committee has been of great value in obtaining rapid remedial action on hazards associated with the physical plant of the University. Further, the Superintendent of Buildings and Grounds is also the Director of Civil Defense for the University.

B. The presence of the Vice Provost (when this position is again filled) and the Superintendent of Buildings and Grounds on the Committee will give the Committee direct contact with both the Administration and the Department of Buildings and Grounds. The presence of people on the Committee who will be able to take or facilitate action to eliminate safety hazards will strengthen the Safety Committee and make it less of a deliberative body.
C. Keeping the membership at the present level of six members will prevent the Committee from becoming unwieldy.

SAFETY COMMITTEE

L. C. Grotz, Chairman
C. F. Gruneisen
D. M. Matheson, Secretary
W. A. Ritter
J. Trover
W. L. Walters