



2018 - 2019

**Student Section Information**

Application Date (No later than April 1, 2019): 03/31/2019  
 Activity Dates: **April 1, 2018-March 31, 2019**  
 Student Section Name: **Illinois State University Student Section**  
 Parent Chapter: **Central Illinois Chapter**  
 Faculty Advisor: **Paul Ronczkowski, MPH, CSP, Instructional Associate Professor**  
 Number of students pursuing an academic degree in safety or another safety-related discipline: **54**  
 Number of Student Section Members: **18**

Names and titles of Student Section officers and leaders

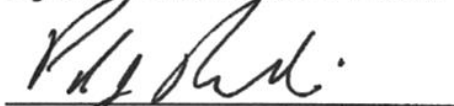
Name	Title
Justin Artman	President
Johnathon Mosby	Vice President
Alena Puruncajas	Secretary
Sarai Villegas	Treasurer
Malaney Abel	Community Chair

**Contact Information**

We attest that the information provided in this application is a true representation of the Student Section activities for the period specified. **This must be hand signed.**



Signature – Student Section President



Signature – Faculty Advisor






*Paul J. Ronczkowski*

Student Section Address:  
 Campus Box 5220  
 Felmley Hall, Room 305  
 Normal, IL 61790

Phone Number:  
 (309) 438-8808

## Annual Minimum Requirements

\*If Student Section fails to include evidence for each annual minimum requirement the application will not be considered by the OSSA evaluation committee.

Check off	Annual Minimum Requirements
	Attach at least four newsletters published by Student Section to the appendices. If Section uses social media in place of newsletters, please include several screenshots/printout examples. Social media postings should include more than just announcements and should instead be an informative educational tool. These social media postings should occur regularly. Section updates in the parent Chapter's newsletter and general emails do not count towards this requirement.
	Include dates of attendance and subject matter of a <u>minimum</u> of 2 parent-chapter hosted General Membership or Executive Committee meetings attended by a Student Section representative within the academic year.
	Include at least 6 Section meetings, with 4 being of technical content, held by the Section within the academic year. The definition of "technical" in this context is a process or procedure directly relating to OSH practice (social gatherings, resume building, interviewing skills, recruiting, employment, and other soft skills would not be considered "technical" in this context). Please include a brief one sentence description outlining the content of each meeting. A meeting may only be counted once in the totals. Please note the 2018-2019 award only includes activity from April 1, 2018–March 31, 2019.
	Attach faculty advisor letter of support or recommendation to the appendices.
	Include at least one community or campus activity sponsored or participated in by the Student Section in Judging Criteria 3.o.

## Judging Criteria

### 1.0 Professional Development and Enhancement

#### 1.1 Parent-chapter hosted general membership or executive committee meetings attended by Student Section representative(s).

Meeting Date	Topic	Speaker	Student Section Representative(s)
9/11/2018	ISU Emergency Operations Center	Eric Hodges, ISU EM Director	12
11/13/2018	Vactor Manufacturing Plant Tour	EHS Department, Vactor	1
1/8/2019	OSHA Update	Brian Bothast, Lead OSH Specialist, OSHA	2
2/12/2018	IL Health, Life and Safety Requirements for K-12 Schools	Shanna Fish, AIA	5
3/21/2018	Health and Safety Indicators for Greenhouse Production	Jaime Thiessen, U of I Doctoral Candidate	5

#### 1.2 Technical meetings

Meeting Date	Topic	Speaker	Brief one sentence description outlining the content of the meeting	# of Section Members in Attendance
10/3/2018	Trucking and Logistics Safety	Tom Gorman, EHS&S Director, Superior Bulk Logistics INC	Mr. Gorman spoke about how safety and health, training and compliance are applied to the logistics industry and his challenges as EHS&S director.	13
10/10/2018	Construction safety and Loss Control	Nicole Eisenrich, VP Loss Control, A.J. Gallagher	Ms. Eisenrich spoke about her job as an EHS professional in loss control on construction sites.	11
10/17/2018	AT&T Field Safety	Scott Lasky, CSP, Sr Manager EH&S Field Service, AT&T	Mr. Lasky spoke about the opportunities and challenges that AT&T field technicians face and how he manages safety and mitigates hazards.	12
10/24/2018	ADM Origination and Grain Handling Safety	Jason Eardley, CSP, ADM	Mr. Eardley discussed the many different safety management techniques and issues ADM faces in their Origination division which includes transportation, grain handling/storage and grain processing.	13
11/28/2018	Manufacturing Safety	Brandon Jerald's, Safety Coordinator, Burgess-Norton	Mr. Jerald's discussed the opportunities and complications of EHS in a manufacturing facility.	10
2/14/2019	Demolition Safety	Jessica Zyvak and John Rahilly, Safety Director,	This was a joint meeting with the ISU Construction Management Student	11

Outstanding Student Section Award of the Year Application 2018-2019

		Brandenburg Demolition	Association. Ms. Zyvack spoke about the opportunities and unique safety hazards posed by the demolition industry.	
3/28/2019	Women in Safety	Nicole Eisenrich, A.J. Gallagher, Leslie Stoll, ICW and Anna Gudenrath	These safety professionals spoke about their careers as women and safety and provided insight into a changing landscape of professionals	6

### 1.3 Other meetings

Meeting Date	Topic	Speaker	Brief one sentence description outlining the content of the meeting	# of Section Members in Attendance
8/24/2018	Executive Board Planning Meeting	Student Section Executive Board	The executive board met with three faculty members to begin planning events for the Fall Semester.	4
8/30/2018	Festival ISU	Campus EHS	ASSP members helped the EHS office provide fire extinguisher training to other students.	3
9/5/2018	Student Section Kick-Off Meeting	Student Section Executive Board	The executive board facilitated icebreaker activities, presented plans for the semester, handed out applications for membership, and promoted ASSP Foundation Scholarships.	15
10/9/2018	Environmental Health and Safety Picnic	ASSP, AIHA and SEHA Executive Boards	The environmental health and safety departments' student organizations came together to have a picnic where they shared thoughts, ideas and fellowship.	9
11/5/2018	Tree Decorating	Volunteer	Student section members spent two days decorating Christmas trees for donation to The Baby Fold.	4
10/13/2018	Homecoming Coffee Tent	Volunteer	Student Section Members and Faculty hosted Safety Alumni at the annual parade and raised money for the ASSP Foundation.	3
11/8/2018	Future Safety Leaders Conference	ASSP FSLC Presenters	Student section members attended FSLC to listen to technical presentations, build their network, and develop leadership skills for their future careers in safety.	4
11/15/2018	The Baby Fold	Volunteer	Justin Artman, Sarai Villegas, Alena Puruncajas and a faculty member assisted The Baby Fold in setting up their	3

			annual Festival of Trees	
2/5/2019	Spring Kick-Off Meeting and Membership Drive	Student Section Executive Board	The executive board took the section bowling, presented plans for the semester and held a membership drive.	6
2/7/2019	GSP Informational Meeting	Justin Artman and Paul Ronczkowski	Justin and Paul discussed the GSP designation, how and when to apply for it after graduation	16
2/19/2019	Executive Board Planning Meeting	Student Section Executive Board	The executive board met with three faculty members to begin planning events for the Fall Semester.	5
3/7/2019	CPR Certification	ISU CPR Instructors	Student section members received American Heart Association Heart saver CPR Certification.	14

## 2.0 Section-Sponsored Research and Applications

### 2.0.1 Machine Guarding on Agricultural Harvest Equipment (Combine)

Participants: Faculty Advisor Paul Ronczkowski. Student Section members: Justin Artman, Malaney Abel, Jonathon Mosby, Alena Puruncajas

Instructional Assistant Professor Paul Ronczkowski (faculty advisor for the student section), designed a research study that would utilize the efforts of student members, enhance their learning opportunities, with minimal complexity yet provide meaningful data for worker safety issues. Mr. Ronczkowski is a member of the Grain Handling Safety Coalition (GHSC, OSHA Harwood grant). His background in agricultural safety, as well as the professional relationships with the GHSC community, have helped focus on an area that does not receive much attention in research agendas.

This study is designed to focus on guarding on combines (agricultural harvesting equipment) used primarily for corn and soybean harvesting in the Midwest. Anecdotal information supports the idea that operators of modern combines rely on the implement dealer service departments for routine maintenance due to the complexities of electronics, computers, and other technology on this equipment. Four student members participated in this study, which proved to be a manageable number for the design of the project.

A literature review for previous work on combine guarding was conducted by the instructor, students, and the university research librarian. No comparable or supporting studies were found. The instructor and students also conducted a review of injuries and fatalities in the Midwest that were associated with combines.

Two of the students, along with the instructor, went to a local implement service shop. The manager of the shop graciously allowed them to look at combines and the guarding on these machines. At this point the students were not familiar with the operation of the equipment. After this review, a survey was then developed by the instructor and one student. The survey was anonymous. It addressed the age and make of the equipment. The concept was to have service managers and employees inspect and then indicate which guarding was missing or damaged when farmers or farm operators brought their equipment in for service. One of the students took the lead in contacting and visiting several implement dealers in central Illinois to

explain the survey and ask for their participation. The surveys were distributed in early March 2019 and then collected by the student.

This study has been accepted for presentation by the ASSP at the PDC in New Orleans June 2019. See Appendix C for details of the study.

## 2.2 Applications of Established Safety and Health Approaches

N/A

## 3.0 Community Involvement

### 3.1 Section-sponsored community activities:

#### **3.1.1 Bright Horizons Safety Day**

On October 26, 2018, the student section conducted a home and school safety training lesson with the Bright Horizons Pre-K class in Bloomington, IL. Three student section members, Justin Artman, Johnathon Mosby and Sarai Villegas, the Faculty Advisor, Paul Ronczkowski, spent an afternoon teaching proper handwashing techniques, home and kitchen safety and home fire safety. These lessons were taught in conjunction with Bright Horizon's Safety Week and the NFPA's Fire Safety Month. The student section also coordinated with the City of Bloomington Police, Fire and EMS departments to have emergency vehicles present at the school. The Pre-K class participated in a fire drill which led to the parking lot where they then received a hands-on experience with Police, Fire and EMS personnel. The entire Bright Horizons Center which consists of nine different aged classes, all had the opportunity to view and participate in the static display of the emergency vehicles. The student section also provided handouts and activities for the children to take home and complete with their parents. This included smoke detector test instructions and a home fire escape plan.

### 3.2 Section-sponsored campus activities

#### **3.2.1 Homecoming Coffee Tent**

The student section continued a tradition that was started almost thirty years ago of setting up the Homecoming Coffee Tent along the pre-game parade route on campus, October 13, 2018. Many safety alumni who attend the homecoming game and festivities stopped by the Homecoming Tent to visit with faculty and current students. The student section purchases coffee, soda pop, water, donuts and cookies and asks for donations from spectators along the parade route. A tradition that started in 2015 was to donate all proceeds to the ASSP Foundation. Three student members helped to set up the tent and coffee along with three safety program faculty. One student member worked the tent during the parade. (See October 2018 Newsletter in Appendix E)

#### **3.2.3 American Heart Association Heart saver CPR Certification**

On March 7, 2019, the student section coordinated and hosted an American Heart Association Heart saver CPR Certification. This was open to all programs in the Department of Health Sciences as well as some other invited departments across campus. Seven student section members, six other students from different majors, one faculty and one civilian employee for Illinois State University attended this event. The student section hosts this event at no cost to the participants. (See March 2019 Newsletter in Appendix E)

### 3.3 Section participation in community activities:

#### **3.3.1 Festival of Trees for the Baby Fold**

On November 5-7, 2019, four student section members designed and decorated two safety themed trees for the Festival of Trees auction. Justin Artman, Sarai Villegas, Alena Puruncas and Paul Ronczkowski, Faculty Advisor then volunteered at the Festival of Trees in Bloomington, IL on November 14, 2018. This group helped to set up the hundreds of Christmas trees at the Bloomington-Normal Interstate Center to be bid on at auction for the Baby Fold's annual fundraiser. The Baby Fold is a statewide program that assists emotionally and physically abused children. Their goal is to improve the children's lives through foster care, education and other services. This year, the Festival of Trees raised over \$325,000 to aid our local community's Baby Fold operation (see Appendix D).

#### **3.3.3 DIOSH Day**

Downstate Illinois Occupational Safety and Health (DIOSH) Day is an annual, one day safety conference held in Peoria, IL. The planning committee asks that 6 student volunteers help with registration and lunch lines. In return, the Safety Program is given a booth in the exhibitor hall free of charge. The booth is a great opportunity for safety alumni who attend to visit with faculty. On February 27, 2019 six student section members worked to stuff attendee bags and help with registration, beginning their day at 6 am. The members also attended conference sessions after completing their assigned tasks. Four board members and four other members participated (see March 2019 Newsletter in Appendix E).

### 3.4 Section participation in campus activities:

#### **3.4.1 Festival ISU Fire Extinguisher Training**

Festival ISU is an annual event held early in the fall semester as a back-to-school event. Festival ISU allows all students to visit booths for approximately 400 of the different clubs, organizations, and community organizations available at ISU. The university's Environmental Health and Safety (EHS) office provided training and hands-on demonstrations of fire extinguisher use to students. On August 30, 2018 four student section members helped the EHS office at Festival ISU by operating the Bullex Grill systems, recharging fire extinguishers with water and pressure, and teaching hundreds of students the "PASS" method for extinguishing fires (see September 2018 Newsletter in Appendix E).

### 3.5 Section engagement with and/or support of the ASSP Foundation –

#### **3.5.1 ASSP Foundation Donation**

The student section raised \$182.00 in donations at their annual Homecoming parade coffee tent. Student Section members that attend Safety 2019 will present the donation to the foundation.

#### **3.5.2 Other ASSP Foundation Involvement**

The Illinois State University Student Section supports the ASSP Foundation in several ways. At the beginning of the academic year at our Fall Kick-Off Meeting, faculty and student section executive board members promoted Foundation news and ideas. The board provided information about the Foundation's mission, Foundation scholarships, and the Future Safety Leader's Conference. Additionally, throughout the Fall semester, board members provided reminders about scholarship application deadlines. Finally, several of our student members have attended CIL-ASSP Parent Chapter meetings and the Illinois State University Safety Program

Advisory Board meetings to discussed opportunities for alumni and professionals to assist the student section by supporting the ASSP Foundation.

4.0 Recognition

4.1 Scholarships

Justin Artman, ISU Student Section President was the recipient of the 2018 Applications International Corporation \$15,000 Impact Scholarship from the ASSP Foundation. He was also the recipient of an Applications International Corporation Safety 2018 ASSP Foundation scholarship. Justin has also been notified that he will be a recipient of the 2019 Applications International Corporation \$10,000 Impact Scholarship for the ASSP Foundation (will be included in the 2019-2020 OSSA Application).

Johnathon Mosby, student section vice president, was the recipient of the Illinois State University Safety Department BCSP Scholarship. He also received the Safety Department Ron Budig Leadership Award.

Sarai Villegas, student section treasurer, was the recipient of the Omron Safety Scholarship.

Malaney Abel, student section community chair, was the recipient of the Association of Subcontractors and Affiliates (ASA) Chicago Scholarship and the Paul Ronczkowski Alumni Scholarship.

Tony Ludwig, student section member, was recognized as the Safety Program Scholar.

**4.2 Campus Recognition**

The Illinois State University ASSP Student Section was recognized as the Registered Student Organization of the Month by the University Program Board for the month of November 2018. (See January 2019 Newsletter, Appendix E)

**4.3 Committee Membership**

Justin Artman, student section president, is currently the Content Coordinator, Awards and Honors Chair and Nominations and Elections Chair for the ASSP Public Sector Practice Specialty, Military Branch. He is also on the Student and New Professional Planning Committee for the Applied Ergonomics Conference.

Justin Artman (Student Section President) and Johnathon Mosby (2018 Paul Ronczkowski Alumni Scholarship Recipient) both hold non-voting student membership on the Safety Program Advisory Board for Illinois State University.

5.0 Student Section Participation

**5.1 Membership**

Illinois State University Student Section ASSP membership is comprised of undergraduate Safety majors. Currently, 46.3% of Safety majors are ASSP members.

**5.2 ASSP Student Roster**

2018-2019 Illinois State University Student Section Roster			
1	Malaney Abel	10	Brian Mejdreich
2	Luke Anderson	11	Nick Metzger



3	Justin Artman	12	Ashley Miller
4	Trevor Dawson	13	Jonathon Mosby
5	Nicholas DePesa	14	Michael O'Malley
6	Christian Felletti	15	Alena Puruncajas
7	Ryley Geogitsis	16	Thomas Stuhr
8	Chester Hoskin	17	Sarai Villegas
9	Jack Lebaron	18	Drake Zappia

### 5.3 Percent of ASSP Members at Each Event

Date	Meeting Topic	Speaker	% of ASSP Members at Event
8/24/2018	Executive Board Planning Meeting	Student Section Executive Board	22.22%
8/30/2018	Festival ISU	Campus EHS	16.67%
9/5/2018	Student Section Kick- Off Meeting	Student Section Executive Board	83.33%
9/11/2018	ISU Emergency Operations Center	Eric Hodges, ISU EM Director	66.67%
10/3/2018	Trucking and Logistics Safety	Tom Gorman, EHS&S Director, Superior Bulk Logistics INC	72.22%
10/9/2018	Environmental Health and Safety Picnic	ASSP, AIHA and SEHA Executive Boards	50.00%
10/10/2018	Construction safety and Loss Control	Nicole Eisenrich, VP Loss Control, AJ Gallagher	61.11%
10/13/2018	Homecoming Coffee Tent	Volunteer	16.67%
10/17/2018	AT&T Field Safety	Scott Lasky, CSP, Sr Manager EH&S Field Service, AT&T	66.67%
10/24/2018	ADM Origination and Grain Handling Safety	Jason Eardley, CSP, ADM	72.22%
11/5/2018	Tree Decorating	Volunteer	22.22%
11/8/2018	Future Safety Leaders Conference	ASSP FSLC Presenters	22.22%
11/13/2018	Vactor Manufacturing Tour	Vactor EHS	5.56%
11/15/2018	The Baby Fold	Volunteer	16.67%
11/28/2018	Manufacturing Safety	Brandon Jeralds, Safety Coordinator, Burgess-Norton	55.56%
1/8/2019	OSHA Update	Brian Bothast, Lead OSH Specialist, OSHA	11.11%
2/5/2019	Spring Kick-Off Meeting and Membership Drive	Student Section Executive Board	33.33%
2/7/2019	GSP Informational Meeting	Justin Artman and Paul Ronczkowski	88.89%

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2/12/2019	IL Health, Life and Safety Requirements for K-12 Schools	Shanna Fish, AIA	27.78%
2/14/2019	Demolition Safety	Jessica Zyvak and John Rahilly, Safety Director	61.11%
2/19/2019	Executive Board Planning Meeting	Student Section Executive Board	27.78%
3/7/2019	CPR Certification	ISU CPR Instructors	77.78%
3/21/2019	Health and Safety Indicators for Greenhouse Production	Jaime Thiessen, U of I Doctoral Candidate	27.78%
3/28/2019	Women in Safety	Nicole Eisenrich, Leslie Stoll and Leslie Batterson	33.33%

## 6.0 Endorsements

Our student section has made tremendous strides in the past year, both academically and technically. Included in the appendices below are the testaments to our achievements. Please see Appendix A for our Letters of Endorsement.

- **Paul Ronczkowski**, MPH, CSP Instructional Assistant Professor at Illinois State University, ASSP Student Section Faculty Advisor
- **Chris Grieshaber**, Ph.D., CSP, Professor and Chairperson of Department of Health Sciences at Illinois State University
- **Don Cooper**, MBA, CSP, Director, ASSP Region V, Area 2
- **Thomas Heebner**, Senior VP, HUB Risk Services Division Operations, ISU Safety Program Advisory Board Member
- **Patrick Costello**, MA, MBA, CSP, President, Central Illinois Chapter ASSP
- **Jacqueline Toungett**, Director, Bright Horizons Early Education and Childhood
- **Sierra Atkins-Strawder**, Lead Teacher, Bright Horizons Early Education and Childhood

## 7.0 Other Support Documentation

Appendix A: Endorsement Letters  
Appendix B: Student Sign-In Sheets  
Appendix C: ASSP Student Section Research  
Appendix D: Community Events  
Appendix E: Newsletters  
Appendix F: Bylaws  
Appendix G: Other Documentation

## Appendix A: Endorsement Letters



College of Applied Science and Technology  
Department of Health Sciences  
305 Felmley Hall  
Campus Box 5220  
Normal, IL 61790-5220  
309-438-8329  
Fax: 309-438-2450

March 22, 2019

ASSE OSSA 2018-2019 Selection Committee,

As the faculty advisor for the Student Section here at Illinois State University, I have enjoyed working with the student section board. This is the first year I have not served with you on the selection committee after being on it the previous eight years. I feel a little out of place this spring! With that experience of having been on the review committee and seeing all the applications over the years, I feel that the Illinois State University student section has had a very solid and spectacular year.

The section benefitted by having Justin Artman serve as president for the second year in a row. He brought experience, drive and the maturity of now being a graduate student. I was very impressed with the volunteer efforts again. The sad part is that we did not have many students participate in these worthwhile events. The event that was set up with the Bright Horizons children was very impressive. I saw student personalities come out when they worked with these children that were truly amazing.

I believe the research activity I worked on with the students this year is very exciting. We have already accepted to present on it at the ASSP PDC. We also have discussed how we will continue to gather data on this project up until June 2019 and then throughout the summer of 2019. We will publish this later and we are looking at different avenues this research can take us in the future.

The board developed excellent technical meetings. Once again, the student section raised money for the ASSE Foundation.

I am going to close with the same comment I had last year. As the review committee looks at the application, student member turnout started strong and then gradually dropped. This was in no way a reflection of the board's efforts this year. We did have a small but very active group that participated. I thank them for those efforts. Mr. Artman and the board need to feel good about what they accomplished. I am proud of their efforts.

Respectfully,

Paul J. Ronczkowski, MPH, CSP  
Instructional Assistant Professor



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

College of Applied Science and Technology  
Department of Health Sciences

305 Feimley Hall  
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Normal, IL 61790-5220  
Phone: (309) 438-8329  
Fax: (309) 438-2450

March 29, 2019

Outstanding Student Section Award Selection Committee  
American Society of Safety Professionals Student Section (CIL Chapter)

To whom it may concern,

As Chairperson of the Department of Health Sciences at Illinois State University (ISU), it is my pleasure to write a letter of support for the ISU Student Section of the American Society of Safety Professionals application for Outstanding Student Section of the Year. I have been fortunate to be included in many of the communications regarding the student section events throughout the year. The student section has been very active and, I believe, has met the minimum requirements for this award.

Among the key events that I am aware of are numerous technical meetings and presenters, volunteer efforts with a local pre-school and a community organization that hosts a Christmas fundraiser to support homeless women and children, and CPR training for other students in the department. Each year the student section hosts a coffee tent at ISU's Homecoming parade to help promote the safety program. The students in the section that I have interacted with this year are energetic and very proud of their efforts in the classroom and co-curricular activities through the student section. It has been my experience in working with students for more than 13 years, that the types of events in which the student section participated this year require commitment and a high level of involvement from the members.

Based on the established criteria that I reviewed, I highly recommend the Student Section of ASSP at Illinois State University for consideration as the Outstanding Student Section of the Year.

Respectfully,

A handwritten signature in black ink that reads "D. Chris Grieshaber".

David "Chris" Grieshaber, Ph.D.  
Associate Professor and Chairperson | Department of Health Sciences  
Illinois State University  
Campus Box 5220  
Normal, IL 61790-5220  
309 438-8806



## AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Central Illinois Chapter

March 28, 2019

ASSP OSSA Selection Committee  
520 N. Northwest Highway  
Park Ridge, IL 60068

Dear OSSA Selection Committee:

I am happy to provide this endorsement for the Illinois State University Student Section of ASSP. I am a long-time member of the Central Illinois Chapter's executive committee, and for the past 2 years have served as Area 2 Director in Region V. I had also served as an adjunct faculty member for Illinois State University for the past 8 years.

The Illinois State University Student Section members are an engaged group of future safety leaders, and their engagement is evident both inside and outside of the classroom. During this academic year they have:

- Participated in the Future Safety Leaders conference
- Provided outreach to the community by conducting a preschool safety training activity, and participating in a local charity fundraiser
- Conducted a fundraising activity during ISU's homecoming
- Conducting an agriculture safety related research project
- Represented the Student Section at every parent chapter meeting
- Conducted outreach at the local Downstate Illinois Occupational Safety and Health conference in Peoria

I have been a member of the Central Illinois Chapter for 35 years, and some of my greatest satisfaction with this relationship is seeing Illinois State University Student Section members transition into the workplace and become successful member of the profession. I heartily endorse this section as an organization that is continually contributing to the future of our profession.

Sincerely,

Don Cooper  
Area Director, Region V ASSP

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HUB International Limited

55 East Jackson Boulevard  
Chicago, IL 60604  
Toll-free: 312-922-5000

[hubinternational.com](http://hubinternational.com)

Outstanding Student Section Award Committee,

I am writing to you to provide a letter of recommendation on behalf of the student section at Illinois State University. As an acting member of the alumni advisory board and a proud Illinois State Safety program alum, I could not be more impressed with the performance of the student section over the past year.

The students are engaged, active and raising the bar for the student section in many ways. I had the opportunity to work with the board members in a presentation to the graduating class at the end of the first semester and was extremely impressed with their presentation. The student section board members thanked the graduating seniors for their contributions to the student section and the safety program in a December, 2018 program. They asked the graduating seniors to stay in touch with the safety program and attend safety alumni events in the future. As a send-off in wishing them well in their careers, they assisted me in distributing hard hats, safety glasses and high visibility vests with the safety program logo that they can use in the field as practicing safety professionals.

I thought the event mentioned was a great way to gather contact information and to communicate the various ways alumni can stay engaged with the program.

The student's section members are very bright hard working young people and I sincerely hope you recognize them as the outstanding student section of the year!

Best Regards,

A handwritten signature in black ink that reads "Thomas E. Heebner".

Thomas E. Heebner  
SVP, Risk Services Division Operations  
HUB International Limited  
Office: 312-279-4957  
Mobile: 312-912-5810  
[thomas.heebner@hubinternational.com](mailto:thomas.heebner@hubinternational.com)  
[hubinternational.com](http://hubinternational.com)



ASSP OSSA Selection Committee  
520 N. Northwest Highway  
Park Ridge, IL 600688

March 21, 2019

Dear OSSA Selection Committee:

*It is with great pleasure to highly recommend our Illinois State University (ISU) Student Section of ASSP for consideration for the Outstanding Student Section Award in recognition of their outstanding community involvement and tireless engagement efforts in addressing and raising awareness about issues of promoting better safety in our community.*

*This year's Student Section has demonstrated strength in leadership, dedication to excellence in education, and fostering community engagement. The ISU Student Section has embraced the core value of expanding the frontiers of safety by their spirited involvement in advocacy events which have served as an integral factor in engaging students and the community towards educating them on key issues affecting the profession.*

*I have had the unique opportunity to serve as an Adjunct Faculty Instructor at several Junior Colleges in the State of Illinois. I am privilege to interact directly with the remarkable ISU Student Section during our monthly scheduled events. For example, at one of our joint events on February 27, 2019, the ISU Student Section was highly involved in the Downstate Illinois Occupational Safety and Health Day that received regional television crew coverage because of their innovative profession advancement work. I can attest first hand that this group of exemplary students is truly making positive advancements and is passionately committed to safety.*

*Because of these greatly inspired efforts and exceptional motivation to service, I strongly urge you to award these innovative future leaders the Outstanding Student Section Award.*

Sincerely,

A handwritten signature in cursive script that reads 'Patrick A. Costello'.

Patrick A. Costello, MA, MBA, P.E., BCEE, CEM, CSP, DGCP  
President, Central Illinois Chapter ASSP

Energy, Innovation, Integrated Solutions and Sustainability Services Engineering

OSF HealthCare Ministry Services





March 28, 2019

Bright Horizons  
Attn: American Society of Safety Engineers (ASSE), Student Section  
100 N. University St.  
Normal, IL 61761

To Whom it May Concern,

My name is Jackie Toungett and I am the Center Director at Bright Horizons in Bloomington. We are a childcare facility serving children ages 2 through 12. I am pleased to write on behalf of the Illinois State University American Society of Safety Engineers (ASSE) Student Section.

As you know the month of October is Fire Safety Month. Here at Bright Horizons we like to acknowledge the importance of this month by participating in various classroom activities as well as welcoming visitors from our local community to share their knowledge about Fire Safety and help educate our students. The ASSE volunteers reached out to Bright Horizons asking to be part of our Fire Safety activities and we gladly welcomed them into the center.

During the presentation the ASSE student presenters did a fantastic job interacting with the children making sure to take the time to answer any questions they had. The material they presented was appropriate for the age and kept the children very engaged. If you have ever worked in a childcare setting this can be very challenging so I give many kudos to the student presenters.

In my opinion this was one of the best Fire Safety presentations our center has participated in and as such we plan on utilizing this group again for the upcoming year.

Sincerely,

**Jackie Toungett**  
Center Director  
Bright Horizons at Bloomington

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200 TALCOTT AVENUE, WATERTOWN, MASSACHUSETTS 02472 | P 617.673.8000 F 617.673.8001

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[www.brighthorizons.com](http://www.brighthorizons.com)



Mrs. Sierra Atkins-Strawder  
Private Kindergarten Teacher  
2432 Maloney St.  
Bloomington, IL 61704  
March, 2019

Attn: OSSA Review Committee

The Illinois State ASSP Student Section came to speak with my Kindergarten class about fire safety last October. The communication that Mr. Justin Artman had with me beforehand was phenomenal! He communicated (via email), specifically: what he and the ISU ASSP Student Section: wanted to speak with the students about, activities they wanted to try and special guests (local firefighters) they wanted to invite. Justin also emailed me a copy of a fire safety guide and video that he thought would be educational for the students and asked my opinion.

During the visit, the Illinois State ASSP Student Section conducted themselves professionally. Everyone introduced themselves; they gave a brief overview of what they would be discussing and asked the students questions along the way. One of the members of the group discussed fire safety in the home, specifically the kitchen. Another member took the Kindergarten class into the restroom and sung a fun song to show them how to properly wash their hands. Before the presentation ended, Mr. Justin did a fun quiz with the class to "test" their memory/comprehension of fire safety. He even handed out "prizes" which got a lot of the students excited! The presentation ended with a local fire station joining us outside to show us their fire engine, equipment and how the firefighters quickly get dressed.

I would gladly invite the Illinois State University American Society of Safety Professional Student Section group back to my class year after year to share information about fire safety and the importance of having a plan. If you have any questions or concerns, please contact the program director, Jackie Toungett, or myself by phone at (309) 662-7300 or by e-mail at [bh.kdg1@gmail.com](mailto:bh.kdg1@gmail.com).

Sincerely,

A handwritten signature in black ink that reads "Sierra Atkins-Strawder".

Sierra Atkins-Strawder

## Appendix B: Sign In Sheets



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**  
Illinois State University Student Section

Student Meeting Attendance Sign In  
Illinois State University ASSP Student Section  
Executive Board Meeting  
Friday, August 24, 2018

	PRINTED NAME	SIGNATURE
1	Jonathan Mosby	Jonathan Mosby
2	Sarai Villegas	S Villegas
3	Justin Arman	Justin Arman
4	PAUL J. Ronczkowski	Paul J. Ronczkowski
5	Tom Fuller	
6	Don Cooper	Don Cooper
7		
8		
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25		













AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**  
Illinois State University Student Section

October 10<sup>th</sup>, 2018  
75 min

Printed Name	Signature
Kris Callaway	Kris Callaway
Malaney Abel	Malaney Abel
Sarai Villegas	Sarai Villegas
Alena Poruncajas	Alena Poruncajas
Nick Metzger	Nick Metzger
Jonathon Mosby	Jonathon Mosby
Jack LeBaron	Jack LeBaron
Luke Anderson	Luke Anderson
Vincent Manna	Vincent Manna
Chester Hosin	Chester Hosin
Justin Acosta	Justin Acosta













AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**  
Illinois State University Student Section

Bowling with ASSP  
kick-off meeting 2/5/19

Printed Name	Signature
Justin Armon	
Jonathan Mosby	
Malaney Abel	
Alena Rencajac	
Sarai Villegas	
Stacey Vasquez	

2/7/19

# GSP Informational

1. Sarai Villegas
2. Alena Purunajas
3. Luke Anderson
4. Christian Felletti
5. Tony Ludwig
6. Jonathon Mosby
7. Drake Zappia
8. Pat Fox
9. Nick Delesa
10. Nick Metzger
11. Brian Mejdrech
12. Jack LeBaron
13. Malaney Abel
14. Travis Dawson
15. Justin Aconna
16. Uchechi Nkwocha

Smullen  
Am P  
Lyle  
Chris  
Jonathan Mosby  
Nick  
Pat  
Nick  
Nick  
Brian Mejdrech  
Malaney Abel  
Travis Dawson  
Justin Aconna  
Uchechi Nkwocha



Location: ISU Felmley Hall  
Room 301

Date: 2/12/19

American Society of Safety Professionals - CIL Chapter  
Topic: IL Health, Life, and Safety Requirements for K-12 Schools  
Speaker: Shanna R. Fish, AIA | NCARB | LEED AP BD+C

Name <small>(Guests, please indicate the member you are visiting with)</small>	Company	Meeting Fees	Paid <small>(Treasurer's Initials)</small>
Justin Artman	ISU	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input checked="" type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
Patrick Costello	OSF HealthCare	<input checked="" type="checkbox"/> Board Member, Free <input checked="" type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
Jacob Reeder	State Farm	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
Pat Ronczkowski	ISU	<input checked="" type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
Malaney Abel	ISU	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input checked="" type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
Paul Centes	State Farm	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
Roger Blawie	Retweet	<input type="checkbox"/> Board Member, Free <input checked="" type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
SHANNA FISH	SHIVE HATTERY	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	PRESENTER
Dan Cooper	ISU	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
Nick Depesa	IS ✓	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input checked="" type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	
	INSURANCE PERSON	<input type="checkbox"/> Board Member, Free <input type="checkbox"/> ASSE Member, Free <input type="checkbox"/> Student, Free <input type="checkbox"/> Non-Member, \$20	

Member

11 - TOTAL Members + Guest Speaker









WISE SPEAKERS EVENT

3/28/19

NAME

SIGNATURE

1. Sarai Villegas
2. Jonathon Mosby
3. Ashley Miller
4. Nick DePesa
5. Alena Poruncijas
6. Malaney Abd
7. Regan Stoll

Sarai Villegas

Jonathon Mosby

Ashley Miller

Nick DePesa

Alena Poruncijas

Malaney Abd

+ 3 guest speakers Leslie Batterson, Leslie Stoll,  
and Nicole Eisenrich

## Appendix C: Research

## **Objective**

The objective of this study was to look at farmers and farm operator's practice of repairing damaged guarding/ guard rails and/or keeping manufacturers guards/guard rails in place on a harvesting combine.

## **Introduction**

Several factors were established as essential in the development of this research study. The study would focus on a meaningful safety issue that has minimal if any data from a research perspective in agricultural production. The study would involve student ASSP members. It would serve as a possible starting point for future more in-depth studies. It would be a survey study that would allow a more rapid collection of data. The survey could not be overly complex so that implement dealers' service managers would not be burdened in the collection of data. The survey needed to be developed in such a way that anonymity was preserved to gain the most participants possible. The study needed to focus on a small geographic location of Central Illinois.

Farmers are a resourceful group. They will repair or maintain their machinery or equipment as much as practical by themselves. However, based on anecdotal information from the experience of the student-faculty advisor (instructional assistant professor), most modern combines are serviced either at the service department of the dealership or on the farm by the service manager of the implement dealer. This is due to the complexity of the new technology on combines. A discussion with Dr. Robert Aherin, a leading expert in the field of agricultural safety was not aware of similar studies and also felt this could generate future studies on actual farms in looking at machine guarding.

The study did not focus on specific manufacturers of combines. The study looked at combines anonymously from random manufacturers. Regardless of the manufacturer, all combines will have guards on power transmission hazards that create shearing, cutting, pulling, wrapping and entanglement hazards. In addition, fall protection guarding is installed on access points and on top of the engine compartment and fire extinguishers are present as stock components, installed by the manufacturer.

A literature review was first conducted to look at studies specific to guarding of the power transmission of the combine. This review was conducted by the faculty advisor, one of the students and the research librarian at Illinois State University. No current or past studies could be found.

Moving forward from the literature review, the study team conducted a search for combine related fatalities and injuries. Fatality and injury databases were gathered from the agricultural safety extension services of University of Illinois and Purdue University in Indiana, the Kansas Farm Bureau, and the National Farm Medicine Center. A review of the fatalities and injuries during these time periods indicate most injuries and fatalities associated with combines are not occurring from entanglements, wrapping, etc. in the power transmission of combines. Injuries or fatalities were not occurring from falls off the engine compartment or access. However, further investigation needs to occur in the "other" category. But even if the "other" injuries and fatalities are associated with the power transmission of the combine, they would still not account significantly for the injuries and fatalities occurring. Results of this search are located in Appendix A.

## **Methodology**

To develop a survey that would work for all service departments regardless of manufacturers, it was important to first educate the students on combines and secondly determine if there is any specific terminology that needed to be used. A phone conversation with the product safety group at Deere and Company gave good insight. A local Case IH implement dealer allowed the students to tour a combine and look at the specific types of guards, understand what the machine looked like and have an appreciation of the power and enormous size of these machines.



The final survey design is found Appendix B. Along with the survey a short instruction sheet was developed found Appendix B. One of the students then created folders that contained several survey forms, the instruction sheet and pockets for the completed surveys for each implement dealer. Two of the students accompanied the faculty advisor on the first two service department visits. A discussion on the study, the survey and reasoning were held with the implement dealers/owners and service managers. The decision to participate would be up to the dealers/owners. The study had one hundred percent participation of the service dealers visited for a total of five service centers located in Central Illinois.

One student then visited, and hand delivered the survey packets to service departments. A time frame was given to each service manager. The student then went back to each service department and collected the completed survey forms.

### **Results**

The total number of surveys returned was 15. Of the 15 surveys, 6 of them had an indication of a missing or damaged machine guard, access railing or unserviceable fire extinguisher. This amounts to 40% of the combines surveyed having at least one machine guard, guard rail or fire extinguisher issue. 20% of the combines surveyed had two or more of the above issues. Results tabulation are located in Appendix C.

### **Future Work**

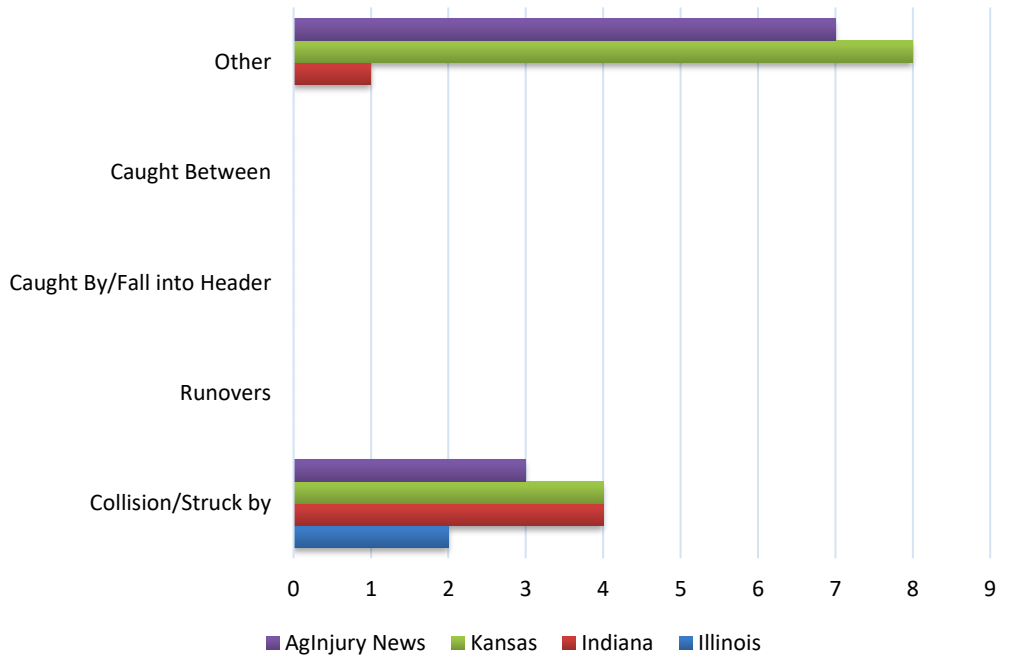
One of the key factors that limited the number of surveys returned was the timeframe of planting and harvest season. The data collection began at a time when combines had been stored for the season or were not in use. All of the dealers that participated were able to give timeframes when combines will be in use and being serviced regularly. To continue to gather data, the survey will be given out to service dealers during the planting and harvest seasons. This will allow the study to capture a more accurate picture of working combines. Data will continue to be collected through April 2019 and then resume again in the summer of 2019.

Many of the fatality and injury databases, such as the National Farm Medicine Center, actively collect fatality and injury data. As the study evolves it will be necessary to continue to analyze new inputs. The study will also include an additional review of the fatality and injury types to further categorize the data.

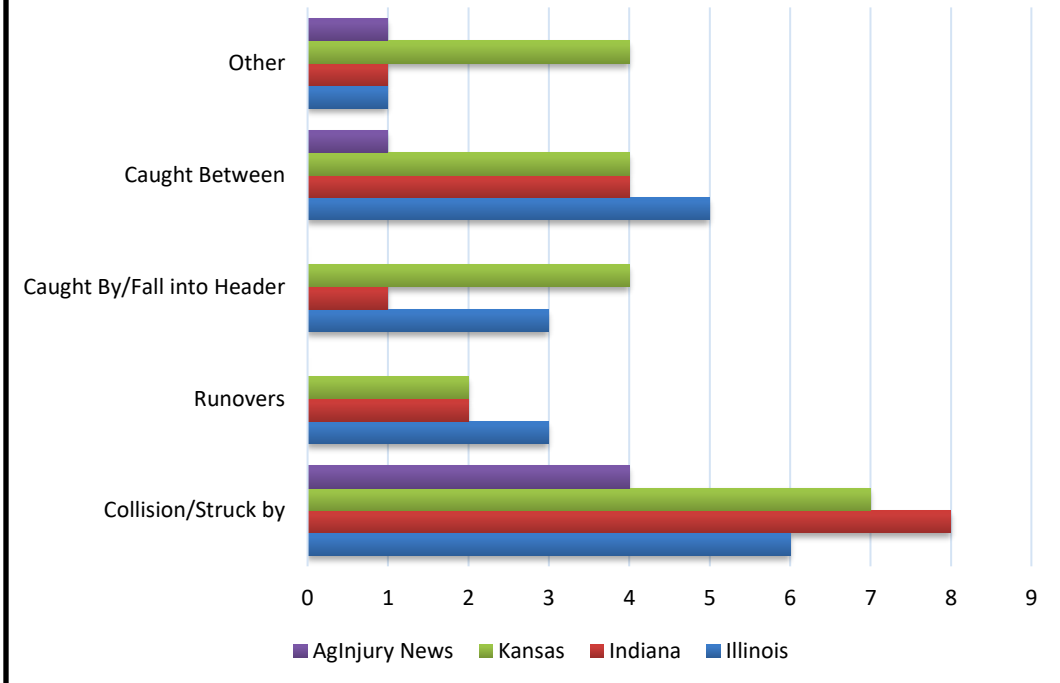
Preliminary survey results showed an elevated fire safety concern in relation to combine injuries that were initially unforeseen. To capitalize on this information, further research is going to be conducted on combine related injuries, fatalities and property damage as it relates to fire, fire safety and any potential gaps in literature, training or other areas of interest.

## Research Appendix A: Injuries and Fatalities Data

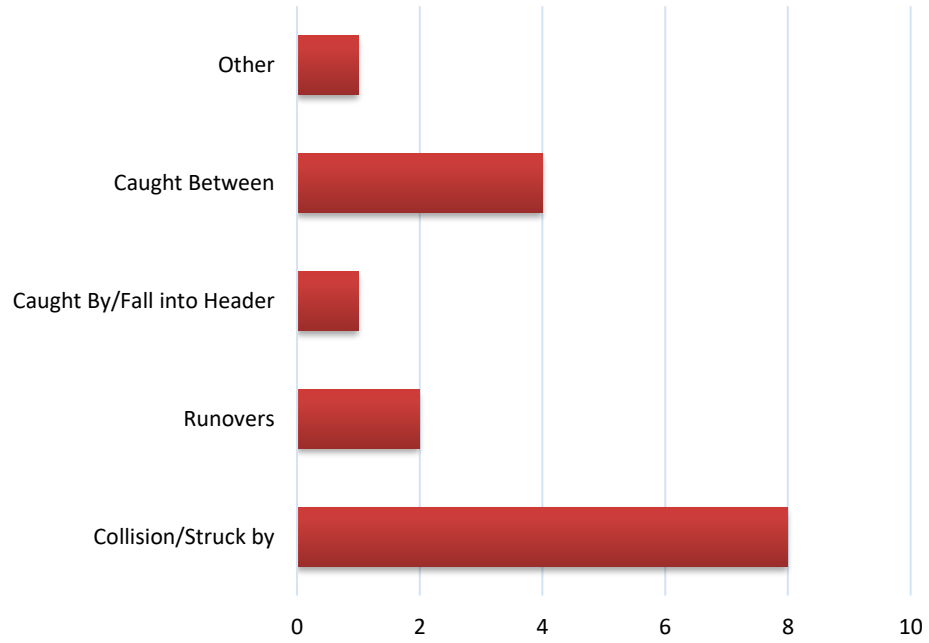
### 1982-Present Combine Injuries by Type



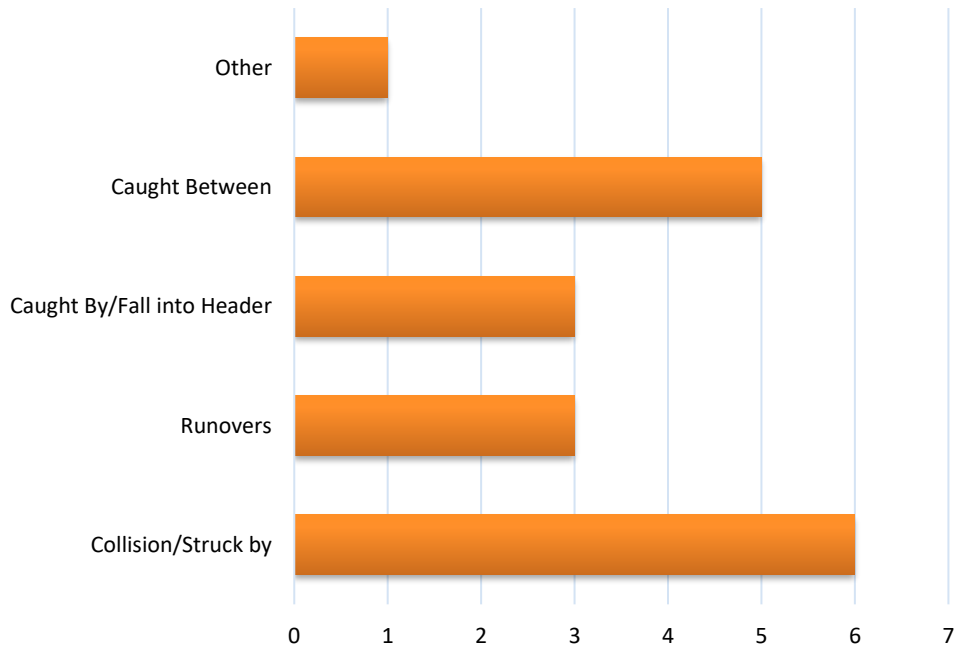
### 1982-Present Combine Fatalities by Type



### 1994-2016 Indiana Combine Fatalities by Type



### 1986-2012 Illinois Combine Fatalities by Type



## Research Appendix B: Survey Instructions and Survey



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

College of Applied Science and Technology  
Department of Health Sciences  
305 Felmley Hall  
Campus Box 5220  
Normal, IL 61790-5220  
309-438-8329  
Fax: 309-438-2450

Thank you for your participation in our research by completing our Combine Machine Guarding/Shielding Assessment Survey. The Illinois State University American Society of Safety Professionals (ASSP) Student Section of is conducting this research study. Paul Ronczkowski is the faculty advisor for the student section and is overseeing this study. Please follow the directions below. If there are any questions, comments or recommendations about the survey or our research, please do not hesitate to contact **Paul Ronczkowski, Instructional Assistant Professor, Illinois State University, Safety Department at (309) 438-8808 or [pjroncz@ilstu.edu](mailto:pjroncz@ilstu.edu) or Justin Artman, Graduate Assistant at (760) 877-2378 or [jdartma@ilstu.edu](mailto:jdartma@ilstu.edu).**

#### INSTRUCTIONS

1. Please fill out one survey per **combine** that is serviced at your location or serviced in the field.
2. Only fill in the requested information only; names of the mechanic, vehicle owner, and vehicle make, or any other identifying information is not requested nor needed.
3. Once a survey is complete, please return it to the folder. Location of the folder will be designated by the service manager or other identified personnel.
4. The ASSP Student Section will establish a weekly pick-up time and date for completed surveys. You may contact us at any time for additional pick-up requests.
5. If more blank surveys are needed, please contact either Paul Ronczkowski or Justin Artman and we will promptly bring additional copies. The location may make additional copies, but it is not necessary.
6. You may opt out of the research at any time. If this decision is made, please contact either Paul Ronczkowski or Justin Artman and we promptly collect all research materials that were delivered to the site.



**AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS**

Illinois State University Student Section

## Combine Machine Guarding/Shielding Survey

**Instructions:**

1. Please identify if the selected guards/shields are in place, missing or damaged.
2. The perspective of the survey is of the operator/driver looking forward from the cab.
3. Damaged is defined as: the part is defective enough to cause an exposure to the moving/rotating part.

Example: A dent in the guard/shield is not considered damaged.

A hole in which a finger or hand could be inserted is damaged.

**MANUFACTURE YEAR OF THE COMBINE:** \_\_\_\_\_

	In Place	Missing	Damaged		Missing	Loose	Damaged
Gullwing Shields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Guardrails:</b>			
<b>Front:</b>				Top/Engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face Plate				Cab Platform (Guardrails)			
PTO Stub Shield				Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cab Platform (Guardrails)			
Lift Cylinder Lock(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTO Shaft Shield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Right Side:</b>				Right Side Rails (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tailing Processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs/Steps			
Guard/Shield(s)				Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chain Belt Cover(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulley, Gear, Sprocket				Stair Rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Misc. #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Please Circle:</b>			
Misc. #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cab Glass	Missing	Cracked	
Misc. #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conspicuity Markings/Lights:			
<b>Rear:</b>				Slow Moving Vehicle Sign	Missing	Damaged	
Spreader Guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Red/Amber Conspicuity Markings			
Manual Fold-Up Pin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Missing	Damaged		
<b>Left:</b>				Indicate Missing or Damaged Location:			
Cleaner Pulley Shield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flashing Lights/Beacons	Missing	Inoperable	
Chopper Belt Guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher:			
Pulley, Gear, Sprocket				Front	Missing	Damaged	N/A
Misc. #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rear	Missing	Damaged	N/A
Misc. #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Misc. #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Gear Box PTO Shaft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Top:</b>							
Engine Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

If you have any questions or additional comments, please contact Paul Ronczkowski, Instructional Assistant Professor, Illinois State University, Safety Department at (309) 438-8808 or [pironcz@ilstu.edu](mailto:pironcz@ilstu.edu) or Justin Artman, Graduate Assistant at (760) 877-2378 or [jdartma@ilstu.edu](mailto:jdartma@ilstu.edu).

## Research Appendix C: Survey Data and Results



Total Surveys = 15		n=15				
		In Place	Missing	Damaged		
Gullwing Shields						
Front:						
	Face Plate	15				
	PTO Stub Shield					
	Right	14	1			
	Left	15				
	Lift Cylinder Lock(s)	12	1	2		
	PTO Shaft Shield	13	1	1		
Right Side:						
	Tailing Processor	15				
	Guard/Shield(s)	15				
	Chain Belt Cover(s)	13	2			
	Pulley, Gear, Sprocket	15				
	Misc. #1	15				
	Misc. #2	15				
	Misc. #3	15				
Rear:						
	Spreader Guards	15				
	Manual Fold-Up Pin	15				
Left:						
	Cleaner Pulley Shield	14		1		
	Chopper Belt Guard	14	1			
	Pulley, Gear, Sprocket	15				
	Misc. #1	15				
	Misc. #2	15				
	Misc. #3	15				
	Gear Box PTO Shaft	15				
Top:						
	Engine Cover	15				
		Missing	Loose	Damaged	Good	
Guardrails:						
	Top/Engine			1	15	
	Cab Platform (Guardrails)					
	Right				15	
	Left				15	
	Cab Platform (Guardrails)					

	Right				15	
	Left				15	
	Right Side Rails				15	
	Stairs/Steps					
	Front				15	
	Rear				15	
	Stair Rails				15	
Please Circle:						
						Good
Cab Glass		Missing		Cracked		15
Conspicuity Markings/Lights:						
Slow Moving Vehicle Sign		Missing		Damaged		15
Red/Amber Conspicuity Markings		Missing		Damaged		15
Flashing Lights/Beacons		Missing		Inoperable	2	13
Fire Extinguisher:	Good					
Front	13	Missing	1	Damaged		Discharged 1
Rear	13	Missing	1	Damaged		Discharged 1

Total	15	0.4
w/Issue	6	
w/Multiple	3	0.2

Six combines had at least one instance of missing or damaged guards/safety issues on the survey. Three combines had multiple issues reported on the survey.

40% of combines surveyed had damaged or missing guards or guardrails.

20% of the surveyed combines had one or more damaged guards or guard rails.

## Appendix D: Community Events

Bright Horizons Safety Day





# Thank You!

Mrs. Strawder

Aarohi

Anusha

Bryson

Ketiko

Kshiti

Maya  
Mayukha  
Nitya



Mrs. Megan

Niyati

Reese

Reyansh

Samanvi

Shiv

Suhurith

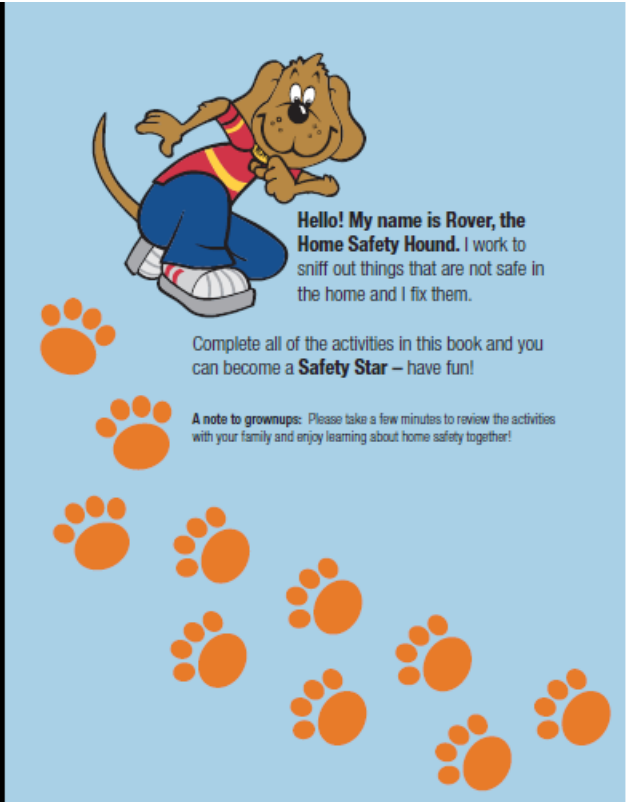
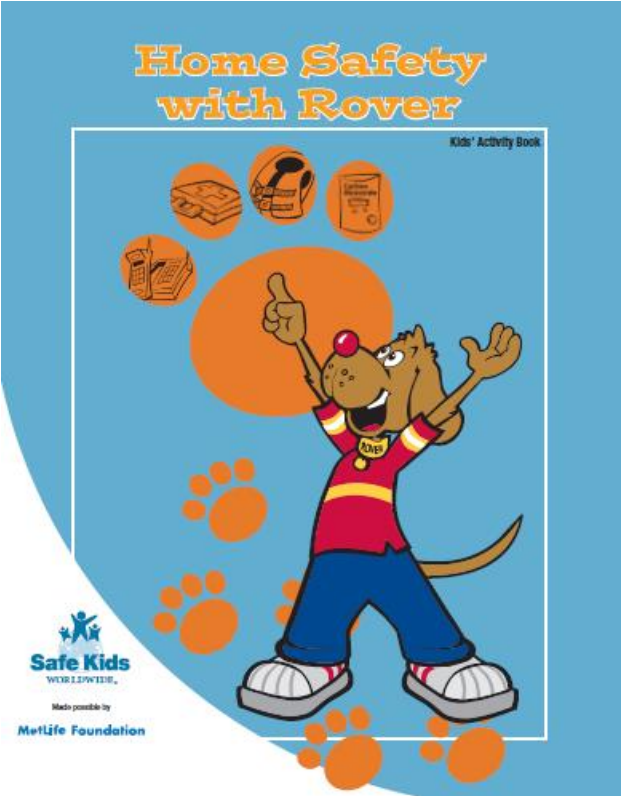
Vaibhav

Sai

Thank you for coming to educate the Kindergarten class at Bright Horizons! We had fun and learned a lot!



Handouts presented to the class to take home to their parents.





## A Recipe for Safety

Activity 2: Grades K and 1

Get cooking! In the first picture, **CROSS OUT** everything in the kitchen that is **unsafe**. In the second picture, **CIRCLE** everything you see that is **safe**. An example has been done in each picture. When you are finished, color in the safe picture.



## Simon Says . . .

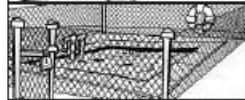
Activity 3: Grades 2 and 3

Water is fun when taking a bath or staying cool in the pool. But always remember water safety rules! Look at each picture. Next, read the words in the word box. Fill in the right word to finish each sentence. Then color the pictures.

slips grownup tub locked hot



Simon says, "Only go swimming when a \_\_\_\_\_ is watching you."



Simon says, "Remind grownups to keep the pool gate closed and \_\_\_\_\_ when they are not at the pool."



Simon says, "A grownup should test the water in the tub to make sure it is not too \_\_\_\_\_."



Simon says, "Water should be wiped up so no one \_\_\_\_\_ and gets hurt."



Simon says, "Hold on when you get in and out of the \_\_\_\_\_. Be sure to step on a mat and dry off carefully, too."



## Fire Escape Plan

**Step 1:** Get your family together and draw a floor plan of your home, marking all windows, doors and smoke alarms. Make sure a grownup will help each child wake up and get to safety.

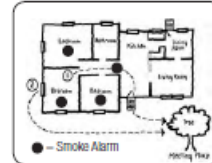
**Step 2:** Show two ways out of each room in case your main route is blocked by smoke or flames. Make sure windows can be opened easily.

**Step 3:** Agree on an outside meeting place where everyone will wait for the fire department.

**Step 4:** Install smoke alarms in or near every sleeping area and on each level of your home. If possible, make them interconnected so if one alarm sounds, they all go off at once. Test them once a month so you know they're working.

**Step 5:** Practice your plan at least twice a year.

**Step 6:** If your smoke alarm sounds, get out fast! And once out, stay out - don't go back inside for any reason!

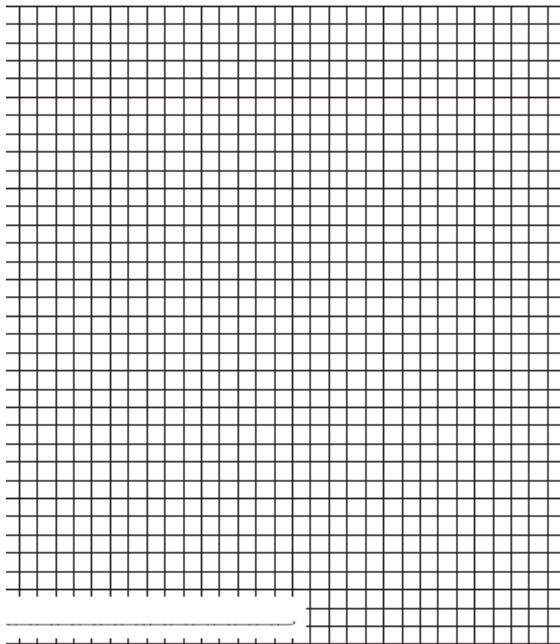


Grid area for drawing a floor plan and marking safety features.



OUR MEETING PLACE IS \_\_\_\_\_





### Learn the Safe Way

Activity 4: Grades 2 and 3

Below are some safety tips to help you become a Safety Star. The bold words are hidden in the word search. Find the hidden words and circle them.

- House cleaners and medicine should be kept in **locked** cabinets.
- Wear a personal flotation device while learning to **swim** and never swim without a grownup watching.
- Always tell a grownup about a **safety** danger. Never try to fix it yourself.
- Hot water** and liquids can cause serious burns.
- Always stay at least **three** feet away from a stove.
- If you find matches or a lighter, do not touch them. Tell a **grownup**.
- Eat your **food** slowly to avoid choking.
- Toys, clothes, and **bookbags** should be put away so no one trips over them.
- Never take **medicine** or vitamins without a trusted grownup's permission.
- Learn your **address** and phone number and all **emergency** phone numbers.



E	U	N	H	C	L	M	E	N	I
S	W	I	M	Z	I	N	G	P	A
G	A	F	M	K	A	O	N	C	B
R	M	F	L	O	C	K	E	D	W
O	Q	M	E	D	I	C	I	N	E
W	Y	K	Z	T	H	R	E	E	R
N	F	P	A	B	Y	F	O	O	D
U	E	M	E	R	G	E	N	C	Y
P	H	O	T	W	A	T	E	R	X
B	O	O	K	B	A	G	S	M	T



### Safety Shopping List

Activity 5: Grade 4

Rover is going shopping for some home safety items. He needs your help. Look at the pictures below. Circle all of the items that you think should be on their "safety shopping list."



Now put your math skills to work to answer these questions.

- Which costs more money, the first aid kit or the flashlight? \_\_\_\_\_  
How much more? \_\_\_\_\_
- How much will it cost to buy the toy chest and the phone? \_\_\_\_\_
- Rover and Freddie know they need to have one carbon monoxide detector for their basement and one near the bedrooms. How much will two carbon monoxide detectors cost? \_\_\_\_\_
- Rover has a five dollar bill and eight quarters. Does he have enough money for two packages of batteries? \_\_\_\_\_
- If Rover and Freddie need to buy two smoke alarms and one package of batteries, how much will it cost? \_\_\_\_\_
- Rover has \$30.00. He buys a personal flotation device. How much change will he get back? \_\_\_\_\_
- If Freddie has \$8.00, how many light bulbs can he buy? \_\_\_\_\_



Now it's your turn. On a separate piece of paper, make up five math problems using these safety items. Don't forget to give the answers!



# 1 2 3 4 Order

Pre-K– Grade 1 Lesson Plans

## OBJECTIVES

- ✓ Students will be able to identify the **4 steps** for responding to the sound of a smoke alarm.
- ✓ Students will be able to apply the **4 steps** for responding to the sound of a smoke alarm.
- ✓ Students will be able to accurately utilize ordinal language to represent a sequence of events.

## Materials

"Little Rosalie" music video by SteveSongs  
Smoke alarm with battery  
Fire Escape Message Cards (1 set per student and a teacher set)  
White construction paper  
Crayons, pencils, glue

## Instructions

**REVIEW** teacher information so you have a good understanding of smoke alarms and the correct response to the alarm.

**ACCESS** smoke alarm prior knowledge using a KWL chart.

**DEMONSTRATE** the sound of the smoke alarm with students (beep, beep, beep, pause, beep, beep, beep).

**HAVE** students turn to a partner and discuss reasons why a smoke alarm would sound. Have students share with class.

**SHOW** the "Little Rosalie" music video.

**DISCUSS** the 4 things to do if the smoke alarm sounds (beep, beep, beep, pause, beep, beep, beep) using the Fire Escape Message Cards:

1. **Get up and walk, don't run, but you should walk briskly.**
2. **Remember to know two ways out of every room.**
3. **Get yourself outside quickly.**
4. **Go to your outside meeting place with your family.**

**SHOW** a Fire Escape Message Card and ask students to describe the illustration. What is the illustration telling you?

**DISTRIBUTE** a set of Fire Escape Message Cards to each student. Have students work in pairs to discuss each illustration and what it is telling them about responding to the sound of the smoke alarm.

**HAVE** each student put the cards in correct order. Have students turn to a partner and discuss the order of their cards to be sure they are correct.

**STAPLE** 5 pieces of construction paper together to make a book for each student. Have students paste the cards in order in their book and create a cover. Students can write 1–4 to help put the steps in order.

## ASSESSMENT

Provide students with construction paper. Students will summarize the 4 steps for responding to a smoke alarm through illustrations. Older students can write a sentence for each illustration using ordinal language (first, second, third, and last).



## Common Core

English Language Arts  
Standards  
Writing: Text Types and  
Purposes

### CCSS.ELA-Literacy.W.K.2

Use a combination of drawing, dictating, and writing to compose informative/explanatory texts in which students name what they are writing about and supply some information about the topic.

### CCSS.ELA-Literacy.W.K.3

Use a combination of drawing, dictating, and writing to narrate a single event or several loosely linked events, tell about the events in the order in which they occurred, and provide a reaction to what happened.

### CCSS.ELA-Literacy.W.1.3

Write narratives in which students recount two or more appropriately sequenced events, include some details regarding what happened, use temporal words to signal event order, and provide some sense of closure.

## National Health Education Standards for Pre-K-12

### S7.2.1

Demonstrate healthy practices and behaviors to maintain or improve personal health.



Developed by NFPA. Funding provided by the 2013 Fire Prevention and Safety Grant through the U.S. Department of Homeland Security, FEMA.



The name and image of Sparky are trademarks of the NFPA.

## TEACHER INFORMATION

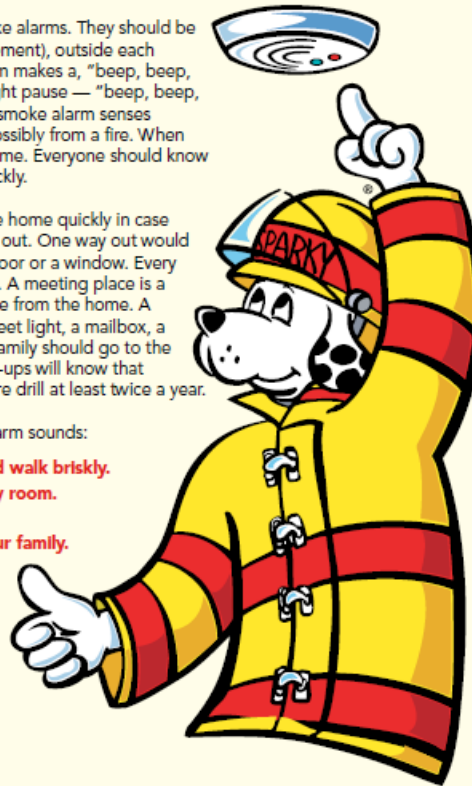
### PRE-K-GRADE 1

**SMOKE ALARMS SAVE LIVES.** Every home needs smoke alarms. They should be installed on every level of the home (including the basement), outside each sleeping area, and inside each bedroom. A smoke alarm makes a, "beep, beep, beep" sound. Between each set of three beeps is a slight pause — "beep, beep, beep, pause, beep, beep, beep, pause," and so on. A smoke alarm senses smoke. It will sound if there is smoke in the home — possibly from a fire. When the smoke alarm sounds, everyone should leave the home. Everyone should know the sound of the smoke alarm and how to respond quickly.

**A HOME FIRE ESCAPE PLAN** is a plan to get out of the home quickly in case there is a fire. Every room in the home needs two ways out. One way out would be the door and the second way out may be another door or a window. Every home fire escape plan needs an outside meeting place. A meeting place is a permanent location in front of the home, a safe distance from the home. A good meeting place might be a neighbor's home, a street light, a mailbox, a neighborhood store or a special tree. Everyone in the family should go to the meeting place so everyone will be together and grown-ups will know that everyone is safe. Families should practice their home fire drill at least twice a year.

Here are the **4 important things to do** if the smoke alarm sounds:

1. **Get up and walk, don't run, but you should walk briskly.**
2. **Remember to know two ways out of every room.**
3. **Get yourself outside quickly.**
4. **Go to your outside meeting place with your family.**



Developed by NFPA. Funding provided by the 2013 Fire Prevention and Safety Grant through the U.S. Department of Homeland Security, FEMA.

**CHECK OUT SPARKY.ORG FOR MORE FUN!**

The name and image of Sparky are trademarks of the NFPA.

# Parents:

AS PART OF FIRE PREVENTION WEEK, your child has been learning about smoke alarms. Working smoke alarms save lives. That's right, having smoke alarms in your home is very important. Smoke alarms let you know there is a fire. Working smoke alarms also give you time to get outside and stay outside if there is a fire.

**Follow the steps below to check the smoke alarms in your home.**

*Your child can help, too!*

- 1** LOOK around your home and make sure you have a smoke alarm on every level and inside every room where people sleep.
- 2** PRESS the "Test" button on each smoke alarm. If the smoke alarm makes a "beep, beep, beep" sound, it is working. Make sure you test each smoke alarm every month.
- 3** If the smoke alarm does not make a sound, **REPLACE** the battery or batteries. If it still doesn't work, replace the alarm.
- 4** Ask your child to **FILL IN** the chart as you test the smoke alarms in your home.

Alarm	Location	Date Checked	Made a Loud Noise	Battery Replaced	Alarm Replaced
1.					
2.					
3.					
4.					
5.					
6.					



CHECK OUT **SPARKY.ORG** FOR MORE FUN!

THE NAME AND IMAGE OF SPARKY ARE TRADEMARKS OF THE NFPA.

## The Baby Fold Tree Decorating and Volunteering



## Appendix E: Newsletters

ILLINOIS STATE  
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# ASSP September 2018 Newsletter

Fall 2018

## UPCOMING EVENTS

### SEPTEMBER 5H

Join us at 3:30 in FHS 301 for our student section kick-off meeting. We will be getting new members signed up and talking about upcoming events.

### SEPTEMBER 11TH

Join us at 3:30 in FHS 301 for a research meeting. We will be discussing research topics for this school year.

### SEPTEMBER 12TH

Join us at 3:30 in FHS 301 for a research meeting. We will be discussing research topics for this school year.



Welcome to a new school year! This year's board has a lot planned for this semester.

-ASSP Board

## ASSP Fall Semester Schedule

Date	Time	Event
October 3rd	3:30 - 4:30 pm	Student Section Meeting Tom Gorman
October 9th	5:00 pm	EHS Department Picnic
October 10th	3:30 - 4:30 pm	Student Section Meeting Nicole Eisenrich
October 13th	8:00 - 11:00 am	Homecoming Coffee Tent
October 17th	3:30 - 4:30 pm	Student Section Meeting Scott Lasky
October 24th	3:30 - 4:30 pm	Student Section Meeting Jason Eardley
October 26th	2:30 - 4:00 pm	Bright Horizons Safety Day
November 5th-8th	TBD	Tree Decorating
November 7th	3:30 - 4:30 pm	Student Section Meeting
November 8th-9th		Future Safety Leaders Conference
November 14th	3:00 - 6:00 pm	Festival of Trees Volunteering



## Meet Your Board for this School Year!



President

Justin Artman

Justin is currently a Master's Student in Project Management. This is his 2nd year as president and 3rd year in the ISU ASSP Student Section.



Vice President

Jonathon Mosby

Jonathon is a senior in the safety program. This is his first year serving as the Vice President of ISU's ASSP Student Section.



Secretary For Fall Semester

Kris Callaway

Kris Callaway is a senior in the safety program, graduating in December. This is her first year serving as secretary in the ISU ASSP Student Section.



Secretary For Spring Semester

Alena Puruncajas

Alena is a senior in the Safety Program and is scheduled to graduate in May. This is Alena's first year on the board.



Treasurer

Sarai Villegas

Sarai is currently a senior in the Safety Program and is scheduled to graduate in May. This is Sarai's first year on the board.

## Festival ISU

In August, our student section had a table set up at festival ISU. Festival ISU is our chance to raise awareness of our group and grow membership.



Our President and Vice President, Jonathan Mosby, was present as our representative at our table for Festival ISU. Both members helped the ISU EHS office give practical application lessons of using a fire extinguisher and some quick points about dorm room safety. The ASSP, AIHA and SEHA Student Sections teamed together to raise awareness of our groups and grow our membership. Look forward to future events where we team up again?

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# ASSP October 2018 Newsletter

Fall 2018

## UPCOMING EVENTS

### NOVEMBER 6TH

Join us at 3:30 in FHS 301 for tree decorating in support of The Baby Fold.

### NOVEMBER 7TH

Join us at 3:30 in FHS 301 for a technical meeting with Shawn McCormick from Lippert Components.

### NOVEMBER 14TH

Join us at the Interstate Center in Bloomington for our annual The Baby Fold set-up event. This is our opportunity to give back to the community.

### NOVEMBER 28TH

Join us at 3:30 in FHS 301 for our final technical meeting of the semester with Brandon Jeralds from Burgess-Norton.



October was a busy month for our student section. We had 4 speakers, a combined social event, and a volunteer event.

-ASSP Board



Our October 3rd speaker was Tom Gorman. Tom is a director of EHS&S at Superior Bulk Logistics.



Nicole Eisenrich was our speaker for our October 10th meeting. Nicole is VP of loss control at Gallagher.



Our October 17th speaker was Scott Lasky. Scott is a CSP and Senior Manager of EH&S Support with AT&T Environmental Health and Safety Field Support



Our October 24th speaker was Jason Eardley from Archer Daniels Midland. Jason is a CSP and the Safety Director for the Origination Division at ADM.

## HSC Department Picnic





This year the Health Sciences Department held their first annual department picnic. This was an opportunity for all the ASSP, AIHA and SEHA student sections to come together, talk about their group, recruit members and fellowship with other students. The picnic was on October 9th.

## Homecoming Coffee Tent

As with every Homecoming, the ASSP Student Section set up their annual Coffee Tent to raise money for the ASSP Foundation. This year we raised a total of \$180 dollars that will be presented to the foundation at the PDC in New Orleans.



# Bright Horizons Safety Day



This year, several of the ASSP Board were able to educate the Bright Horizons Pre-K class on how to be safe at home. Topics covered included washing our hands, kitchen safety, picking up our toys and fire safety. The ASSP Student Section coordinated with the City of Bloomington to have police, fire and EMTs on site for the children to talk to and explore their vehicles. All of this was done in conjunction with Bright Horizons Community Helper Week and National Fire Safety Month.

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# ASSP November 2018 Newsletter

November 2018

## UPCOMING EVENTS

DECEMBER 7TH

All December Graduates are invited to Felmley 301 from 10:30-11 for a short meeting with the Safety Faculty

DECEMBER 15TH

Winter Commencement Ceremony.



We have had a great semester of learning, volunteerism and collaboration with other student groups. Have a wonderful winter break, congratulations to the December graduates and we hope to see you next year!

-ASSP Board

## Future Safety Leader's Conference 2018



This year four of our members had the opportunity to attend the Future Safety Leaders Conference in Chicago. The event was filled with two days of learning opportunities, networking events, mock interviews and resume reviews. The FSLC promotes leadership from the up and coming safety professionals and provides advice from the experts about moving forward from student to professional.

## Technical Speaker



Our November speaker was Brandon Jerals from Burgess-Norton. He and his co-worker gave a presentation on the EHS responsibilities they have at their factories and some of the products they manufacture and how and where they are used.



## The Baby Fold



For the second consecutive year, the Student Section decorated trees for The Baby Fold's annual Festival of Trees. This year we partnered with the ISU AIHA Student Section to decorate. The ISU ASSP Student Section then delivered our trees and helped set up the venue for the event. This event is a staple in the Bloomington/Normal Community and one that the ISU ASSP Student Section volunteers at each year.

ILLINOIS STATE  
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UPCOMING  
EVENTS

# ASSP January 2019 Newsletter

HAPPY NEW YEAR!

## January 2019: Spring Semester Begins

The ASSP Executive Board would like to welcome you back campus for the Spring 2019 semester. Here is a summary of the upcoming events currently on the schedule. We look forward to seeing you at these events, sign-up for all events on Reggienet! We cannot wait to see you and make sure to bring your friends along!

-Illinois State University ASSE Student Section Executive Board

## Take A Look at What is Coming!!

Spring 2019 Kick-off Meeting: Bowling	February 5, 2019 5:00-6:00 pm
Parent Chapter Meeting	February 12, 2019 5:00- 7:00 pm
Technical Meeting with CMSA: Brandon Bergdem	February 14, 2019 3:30-4:30 pm
Technical Meeting: Walsh Construction	February 19, 2019 3:30-4:30 pm
DIOSH Day	February 27, 2019 6:00 am-3:00 pm
Technical Meeting with CMSA: Power Construction	March 5, 2019 3:30-4:30 pm
CPR Training	March 7, 2019 4:00-7:00 pm

## Membership Drive!

Calling all ASSP members! The ASSP student section is having a membership drive! The top two members who bring in the most non-ASSP safety students will be receiving a Starbucks gift card!

### Membership Drive!

**Illinois State University ASSP students section  
will be giving a prize to two members that bring  
in the most non-ASSP safety students.**

*Prizes will be given February 5th during the Spring 2019 Kick-off Meeting!*

## Illinois State University's RSO of the Month

### RSO of the Month!

#### November RSO of the Month: American Society of Safety Professionals



"The ISU American Society of Safety Professionals Student Section has been working hard to educate students and community members about careers in safety. They have collaborated with Bright Horizons Early Childhood Education Center and the City of Bloomington to help educate students about home and fire safety. They are helping their members develop by bringing in guest speakers to discuss careers in the safety industry and helping their members set up there with professional development."

-Illinois State University

Before leaving for winter break, the ASSP Student Section was named the RSO of the month, through Illinois State University for the month of November. The ASSP executive board would like to thank all the members, staff, and professionals that take time out of their days to attend meetings and social events. ASSP will continue to work hard for the new year!



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# ASSP February 2019 Newsletter

## February '19 Newsletter

February was a cold month here in Bloomington/ Normal, but that did not stop the ASSP Student Section from all the fun events they had planned! We hope March is just as fun, and we want to wish everyone a safe and fun Spring Break!

-Illinois State University ASSE Student Section Executive Board

## Take A Look at What is Coming!!

Technical Meeting with CMSA: Power Construction	March 5, 2019 3:30-4:30 pm
CPR Training	March 7, 2019 4:00-7:00 pm
Parent Chapter Meeting	March 19th, 5:00-7:00 pm
Meet with WISE	March 28th, 3:30-4:30 pm
WISE Dinner Event (Ladies Only)	March 28th, TBD

## Membership Drive!

Congratulations to Sarai Villegas, the winner of our first membership drive. Thank you to all the stu-



## Technical Meeting: Brandenburg Demolition



Thank you to the representatives from Brandenburg Demolition for joining us at ISU to tell us more about the Brandenburg experience! Thank you to all members that were in attendance along with the Construction Management Student Association from ISU!

## Spring Kick-Off and Social

The ASSP Board hosted a free bowling night for all ASSP members! The spring bowling kick-off meeting was a lot of fun for the board and ASSP members. There was time to mingle and talk about all the accomplishments of the ASSP student section, the free pizza was a plus!



## DIOSH Day!



Members of the ASSP Student Section and AIHA took a trip to Peoria, IL on the last week of February to volunteer for DIOSH Day! The members were also allowed to sit in on the meetings of the convention to learn about the future of Occupational Safety and Health!

ILLINOIS STATE  
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## ASSP March 2019 Newsletter

### Thank You for a Great Year!!!

As our semester draws to a close, the Executive Board wants to thank you all for your participation and dedication to the student section this year. Through community events, research and social gatherings, you have made this a successful time an ISU Safety Redbird!!

-Illinois State University ASSP Student Section Executive Board

### March Madness

The Student Section had an activity filled March! We hosted the CIL Parent Chapter, collaborated with the Construction Management Student Association, completed our student section research and certified in CPR with other Health Sciences Majors.

**DON'T FORGET, ELECTIONS ARE COMING, GET YOUR NAME IN NOW FOR FUTURE LEADERSHIP POSITIONS!!!**

### Take A Look at What is Coming!!

2019-2020 Executive Board Elections	April 9th, 5pm
Parent Chapter Meeting	April 9th, 5:15-7:00pm
Safety Recognition Dinner	April 12th, 6:00-8:00 pm

## Technical Meeting: Power Construction



### Thank you Power Construction.

This month we collaborated with the CMSA Student Section and engaged with Power Construction about site management and site safety. It was a great technical talk about how the project management and site safety work together to successfully complete a job safely.

### WISE Meeting

The ISU Student Section hosted three of our women alum to discuss Women in Safety. Each of our guests discussed their careers in safety and how they have made their success. They talked about the importance of women in safety and how they can change the industry.





## CPR Certification



The ASSP Student Section once again hosted a CPR Certification for students and faculty. The certification is at no cost to the students. This year we had 12 students from both ASSP Student Section and other Health Sciences Majors, 1 fac-




## Appendix F: Bylaws


Bylaws Illinois State University Student Section of the Central  
Illinois Chapter, ASSE.

Bylaws Amended February 7, 2017

Bylaws Approved by:

Chapter Executive Committee   
(Paul J. Ronczkowski, MPH, CSP Faculty Advisor)

Central Illinois Chapter President Audra Sargent  
(Audra Sargent)

Area Director   
(Brian Hammer)

Regional Vice President Diana Stegall  
(Diana Stegall)

Student Section Chartered 1974

#### ARTICLE 1 – NAME

- Section 1. The name of this Section shall be the Illinois State University Section of the Central Illinois Chapter, American Society of Safety Engineers.
- Section 2. Hereinafter, the Student Section shall be referred to as the Section, the American Society of Safety Engineers shall be referred to as the Society. The Central Illinois Chapter shall be referred to as the Chapter, the Area Operating Committee shall be referred to as the AOC, the Regional Operating Committee shall be referred to as the ROC, and the Illinois State University/College shall be referred to as the School.

#### ARTICLE II – PURPOSES AND GOVERNMENT

- Section 1. The purposes of this Section shall be to promote the advancement of the safety profession and safety education and to foster the professional growth and development of its members within its campus and community.
- Section 2. In fulfilling its purposes, the Section shall have the following objectives:

- a.) To further the professional preparation of the members by sponsoring programs for the advancement of safety and acquisition of technical knowledge.
- b.) To improve scholarship and the general quality of work in the Safety Profession by fostering a concern for progress in all areas of safety, among safety educators and practitioners.
- c.) To encourage greater professional and social cooperation and interaction among students of safety and allied fields and disciplines.
- d.) To unite the resources and skills of students and faculty in programs to benefit Section members, the school and its community.
- e.) To assist the Society in the development of effective and relevant educational programs for the preparation of future safety professionals.
- f.) To provide encouragement and support to society student activities and foster student member development and retention on its local campus.
- g.) To promote participation and entrance into safety/health careers by high school and college students.
- h.) To cooperate with other professional societies and organizations to further the purposes of the society
- i.) To conduct, assist, and support educational activities designed to equip individuals with the knowledge necessary to practice safety.
- j.) To promote the observance of the "canons of ethics" adopted by the society.
- k.) To set up speaking engagements for the purpose of promoting an interest in safety within the section and the university.

- Section 3. This organization shall be governed by this constitution and by-laws and regulations of the Chapter and the ASSE.
- Section 4. The headquarters of the Section shall be located at Illinois State University, Department of Health Sciences, 305 Felmley Hall, Normal IL 61790.
- Section 5. The official symbol of the section shall be the same as that of the Chapter and Society.
- Section 6. Nothing in these bylaws is intended to substitute for, or supersede, rules or procedures established by the school that impacts upon the Student Section.

### ARTICLE III – MEMBERSHIP DUES AND FEES

- Section 1. Section membership is open to all Student Members of the Society, who are enrolled in the safety or related curricula at the school identified in the Section's name. To be eligible as a Society Student Member, an individual shall be enrolled in an undergraduate or graduate safety course intended to prepare the individual for practice in the safety profession or on of its relevant specialties, shall pay an annual renewal fee as designated by the Society Board of Directors.
- Section 2. Section members shall be assessed an annual student member renewal fee by the Society as determined by its Board of Directors. In addition, applicants for Student Membership may be assessed membership application fees as determined by the same Board. Fees shall be paid annually on the anniversary of the Student Member's election date.
- Section 3. The Section may assess its members additional annual fees and dues, upon recommendation of the Section Executive Committee and approved by a majority of Section members voting at a meeting where a quorum is present.
- Section 4. The Section Executive Committee, through the Section Treasurer, is responsible for all Section financial activities, under guidelines established by the Society, Chapter, these Bylaws, and the Section Executive Committee.
- Section 5. The Section shall provide an annual financial report to the Chapter, Area Operating Committee (Regional Operating Committee) and Student Member Activities Committee, describing all Section income and expense activities for the preceding twelve

(12) months. This report shall be reviewed and signed by the Section Advisor and submitted to the Chapter by April 15.

- Section 6. Student Member status, may be retained up to one year following graduation, or until the individual is employed in the field of safety, whichever comes first.
- Section 7. Section membership is personal and non-transferable..
- Section 8. Section members are eligible to vote on all matters brought before them. A majority affirmative vote is necessary for action unless otherwise specified in these bylaws. On Chapter and Society issues, Student Members are eligible to vote only on the election of officers.

#### ARTICLE IV – ORGANIZATION

- Section 1. The Section is a subdivision of the Chapter, formed and operated by ASSE Student Members attending an educational institution located within the Chapter's geographical area.
- Section 2. The Section shall have and maintain a minimum of five (5) members in order to maintain its charter.
- Section 3. In order to maintain its charter, the Section shall identify an advisor (defined in Article V, Sec. 6) and shall provide the Chapter and Society annually with information on the advisor's name, address and telephone number.
- Section 4. Formation and maintenance of the Section charter is based on requirements and guidelines set forth in the Chapter Administration Guide, and is subject to the approval of the Chapter and the appropriate AOC (ROC).
- Section 5. The Section may be dissolved by the Chapter and /or the AOC(ROC), if such action is deemed to be in the best interests of the Chapter and Society. Voluntary dissolution of the Section shall be by two-thirds of Section members after a 30-day advance written notice by the Section Executive Committee. Voluntary dissolution is subject to the approval of the Chapter and AOC (ROC). Upon dissolution, all Section funds and assets shall be returned to the Chapter, school, ASSE Foundation or other ASSE entity, depending on the funding source.

Section 6. The Section fiscal year shall begin on April 1 and end on March 31. The Section activity year shall begin on April 1 and end on March 31.

#### ARTICLE V – OFFICERS

Section 1. Elected Section officers shall be a President, Vice President, Secretary and a Treasurer. Requirements for Officers are as follows:

- a.) President and Secretary: Any permanent member may be elected to these offices.
- b.) Vice President: This office should be filled by any permanent member of the Section who knows to the best of his knowledge he will be able to complete his term of office.
- c.) Treasurer:  
Any Permanent member may hold this office.

Section 2. Elections for all officers will be held during the last meeting of the school year.

Section 3. Prospective officers will be asked by the Executive Committee if they will accept their nomination to office, how long they will be able to retain their office and state their qualifications for the office they intend to hold.

Section 4. Vacancies caused by non-returning officers to the University and those who can not fill their office for the remainder of the term will be filled by the Executive Committee calling a special election meeting.

Section 5. Duties of officers:

- a.) The President shall call, set agendas for, and preside at meetings of the Executive Committee, and preside and set agendas for meetings of the Section membership; shall set goals and objectives for the section and provide leadership, guidance and direction to officers, committees and members to see that they are met; shall appoint members of the Nominating Committee; shall serve as chief spokesman and representative of the Section to the Chapter, Society and allied groups; and shall submit an annual report of Section activities to the Chapter and Student Member

Activities Committee. The president shall serve in the capacity of a non-voting member on the Safety Program Advisory board for the duration of an entire academic year. The president will begin in this capacity at the May advisory board meeting following the April student meeting elections. The president would be invited to attend the following May meeting when the newly elected president would assume the duties.

- b.) The Vice President shall succeed to the office of the President if the President is unable to serve; shall act for the President when requested to do so by the Executive Committee or members; and shall in general prepare to ascent to the Section Presidency in the following year.
- c.) The secretary shall record, transcribe and distribute minutes of all Section meetings, prepare and distribute meeting notices, maintain all Section records and conduct Section membership development and retention activities under the supervision of the Executive Committee.

NOTE: The President-Elect or Vice President may also supervise the work of Section appointed committees or project Chairpersons, if desired.

- d.) The Treasurer shall collect and disburse all Section funds, maintain Section financial records including all income and expense activities, collect Section-generated membership fees and dues, handle all Section liaison with financial institutions, submit an annual report of all Section financial activities to the Executive Committee, and keep the Section and the Chapter regularly informed as to the Section's financial status.

Section 6. There shall be a Section advisor who shall be either:

- a.) An ASSE member who is a faculty member of the school where the Section is located, or
- b.) A formally designated member of the Chapter in whose geographical area the Student Section's school is located.

The advisor shall be an ex-officio member of the Section Executive Committee, and shall serve as liaison between the Section, appropriate school officials, and the Chapter. The advisor shall approve Section activity and financial



reports, fundraising activities, and be consulted on all matter relating to Section dues, fees, and Bylaws. The advisor shall ensure that Section activities do not violate School rules and regulations governing on-campus clubs, groups, and activities.

#### ARTICLE VI – NOMINATION, ELECTION AND REMOVAL OF OFFICERS

- Section 1. The Nominating Committee shall be appointed by the Chairperson/President annually for the purpose of recommending a slate of one or more nominees for each Section elective office. Publication of the slate, including background and qualifying information on each nominee, shall be completed no less than thirty (30) days before the election is conducted. The election and installation of officers for the succeeding Section activity year shall be completed before the end of the current school year.
- Section 2. The term of service for officers shall be for one (1) year beginning July 1.
- Section 3. Five to seven (this should be the number of student members who can submit the petition) Student Section members may submit a signed petition nominating one or more members for elective office. The petition shall be accompanied by a written acceptance by the nominee (s) and shall be submitted to the Nominating Committee Chairperson no less than fifteen (15) days before the election is conducted. The names and qualifications of the petition nominees shall be distributed to all members within seven (7) days of their receipt.
- Section 4. All Section members shall be given the opportunity to vote on the election of officers, through written ballots distributed on campus and/or at a Section meeting.
- Section 5. Three Section members, who are neither candidates for elective office, nominating committee members, no current Section officers, shall be appointed as Tellers to count ballots confirm the propriety of election/nomination procedures, and announce election results.
- Section 6. Elected Section officers may be removed by majority vote of Section members at any regular or special meeting upon presentation of a signed petition from the Section Executive Committee or this should be five to seven Student Section members. Notification of such meeting shall be made to all members at least fifteen (15) days in advance of the meeting.

Appointed Section officers may be removed by the officer who appointed them, or by the Section Executive Committee.

- Section 7. Vacancies in elected Section offices occurring during the elected term shall be filled by the succession designated in Art.V, Sec.5. The resulting Vacancy in the office of Treasurer shall be filled by affirmative vote of a majority of Section members upon a nominating slate of one or more candidates submitted by a special member Nominating Committee appointed by the Chairperson (President). The election shall be held at a regular or special Section meeting, notice for which shall be published at least fifteen (15) days in advance.

#### ARCILE VII – COMMITTEES

- Section 1. Elected Section officers and the Section advisor shall make up the Executive Committee, which shall govern the Section according to these bylaws and within the authority delegated to it by Section members.
- Section 2. The Section shall have a Nominating Committee, appointed by the Chairperson (President), for the purpose of developing a slate of Section officers annually for member election. The committee shall consist of three Section members, one of who shall be a current or past Section officer. The committee shall elect its own Chairperson.
- Section 3. There shall be an Executive Committee, consisting of the elected officers.
- Section 4. The Executive Committee shall meet at least 6 times a year to transact the business of the Section. A quorum shall consist of a majority of the members of the Executive Committee.
- Section 5. The Executive Committees shall be responsible for the policies and programs of the Section. The Executive Committee shall have full authority to act for the Section and to take all steps it deems necessary or appropriate to carry out the Section's purposes. The Executive Committee shall be responsible for the finances of the Section.
- Section 6. The President shall appoint the Chairs of such standing committees as are established in the bylaws, and such special temporary committees as may be necessary to accomplish the purposes of the Section.

#### ARTICLE VIII – AMENDMENTS OF CONSTITUTION

- Section 1. This Constitution may be amended by approval of 2/3 affirmative votes cast by permanent members at a regular meeting of the Section. Amendments may be proposed either by resolution of the Executive Committee, or by petition signed by not less than 5 permanent members of the Section. All proposed amendments shall be submitted to the secretary in writing. Amendments originating in the Executive Committee shall be certified by the President before they are submitted to the secretary.
- Section 2. All proposed amendments received by the Secretary shall be submitted in writing to each member at least 14 days prior to the meeting at which a voice vote shall be taken on the proposed amendment.

#### ARTICLE IX AMENDMENT OF BYLAWS

- Section 1 The bylaws may be amended by a proposal of the Executive Committee. The amendment shall be presented and read at a regular meeting of the Section. The proposed amendment shall then be voted on at the next regular meeting of the section by a voice vote. A majority vote of members present shall prevail.
- Section 2. Amendments shall be published at least fifteen (15) days in advance of the meeting at which action will be taken on them.
- Section 3. Amendments shall be voted on at a regular or special Section meeting where a quorum is present. A majority (option – two-thirds) 2/3 affirmative vote is required for approval.
- Section 4. All amendments approved by Section members are subject to approval of the Chapter Executive Committee and Area Director (Regional Vice President).

#### ARTICLE X – MEETINGS

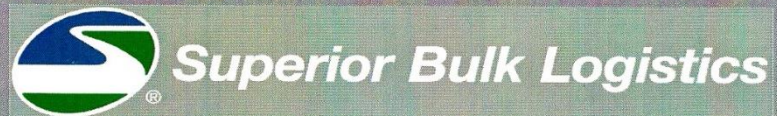
- Section 1. The Section Executive Committee shall meet upon the call of the President or upon a majority vote of its members.
- Section 2. The Executive Committee shall hold at least two (2) meetings of its members annually, to acquaint them with its activities and conduct necessary business. Five to seven section members at a meeting shall constitute a quorum.

- Section 3. Special meetings of Section members may be called by the Section Executive Committee or by written petition of five (5) members, submitted to the Section President.
- Section 4. Section member meetings and votes shall be required to accomplish the following actions: amendment of these bylaws, establishment of or change in Section dues or fees, removal of elected officers, and Section dissolution.
- Section 5. The Section shall hold six (6) meetings throughout the academic year, which consists of the spring and fall semesters.
- Section 6. Robert's Rules of Order Newly Revised shall govern the transactions of business at Section meetings, unless otherwise specified in these Bylaws.

## Appendix G: Other Documentation

# **ASSP Meeting Wednesday October 3, 2018**

**Join us as we welcome guest speaker, Tom Gorman, a director EHS&S at Superior Bulk Logistics.**



Superior Bulk Logistics is a leading provider of bulk truck and transloading services, for both food grade and chemical products.

**Sign up for the meeting via Reggienet**

# ENVIRONMENTAL HEALTH AND SAFETY PICNIC



All EH and Safety students are welcome to join  
AIHA, ASSP, and SEHA for a picnic at Peoples Park!



October 9<sup>th</sup>, at 5:00pm

There will be lawn games and food!



If you are a member of one of the three clubs it will be free, non-members will be asked to pay \$5 dollars for food (please join one of the clubs)! Money can be dropped off at the main office. Please make sure to also give your name to help us know who has paid.

**Please sign up on the sheet outside of FHS 313 by Friday October 5<sup>th</sup>!**

**ASSP Meeting Wednesday  
October 10, 2018 @ 3:30 p.m. in  
FHS 301**



**Gallagher**

Insurance | Risk Management | Consulting

**Nicole Eisenrich, VP of  
Loss Control Consultant,  
at Gallagher will be our  
guest speaker.**



**Information about the ASA Scholarship will be discussed by Nicole!!**

**Sign up for the meeting via Reggienet**



**ASSP Meeting Wednesday  
October 17, 2018 @ 3:30 p.m. in  
FHS 301**

**Scott Lasky, CSP, is the Sr. Manager of Environment, Health,  
and Safety Field Support for AT&T.**

**Sign up for the meeting via Reggienet**



**ASSP Meeting Wednesday  
October 24, 2018 @ 3:30 p.m. in  
FHS 301**

**Jason Eardley and Ashley Wall will be here from ADM. Jason will be discussing his experiences in the profession and is an alumnus of the ISU Safety Program. Ashley Wall will be talking about the College Relations team and available internships. Jason will also be speaking about potential full-time safety positions.**



**Sign up for the meeting via  
Reggienet**

**ASSP Meeting Wednesday  
November 7<sup>th</sup>, 2018 @ 3:30 p.m.  
in FHS 301**

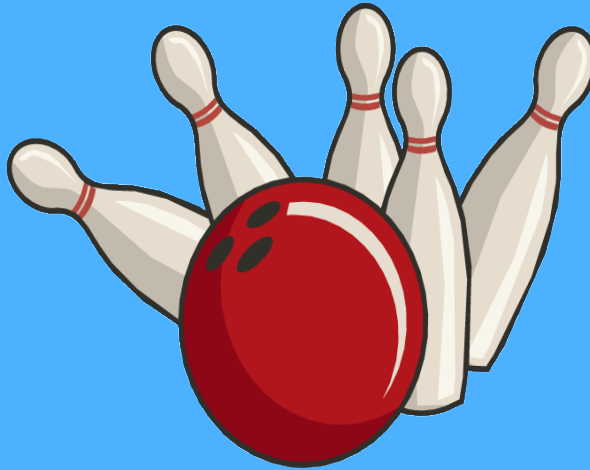


**Shawn McCormick from Lippert  
Components Inc. will be our guest  
speaker.**

**Sign up for the meeting via Reggienet**

# Spring 2019 ASSP Kick-off Meeting

February 5, 2019  
5:00-6:00pm  
Bowling and Billiard  
Center



Sign up for the  
meeting via  
[reggienet](#)

Join us for a fun night of bowling and pizza!

**ATTENTION**

## **Membership Drive!**

**Illinois State University ASSP students section will be giving a prize to two members that bring in the most non-ASSP safety students.**

*Prizes will be given February 5th during the Spring 2019 Kick-off Meeting!*



**AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS**

# Central Illinois ASSP - Parent Chapter Meeting

When: Tuesday, February 12, 2019

Time: 5:10pm – 7:00pm

Where: Felmley 301

Please join us for our February chapter meeting as Shanna Fish presents on IL health and life and safety requirements for k-12 schools. Please register through reggienet.

Dinner is provided, hope to see you there!

# Student Section Meeting

## Brandenburg Demolition

When: Thursday, February 14, 2019

Time: 3:30 pm – 4:30 pm

Where: Felmley 313

Join us in welcoming Brandenburg Demolition, as they come to speak to us about their experiences with safety in the industry.



Brandenburg Construction Inc.

The Best Construction & Demolition News, Views & Reviews From Around The World

ILLINOIS STATE UNIVERSITY'S  
ASSP STUDENT SECTION

# POWER CONSTRUCTION

Tuesday, March 5, 2019

6:00-7:00pm

Co- Hosted with ISU's Construction  
Management Student Section

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**POWER CONSTRUCTION WILL BE GIVING  
AN INSITE AND TALKING TO ISU'S CMSA  
AND ASSP STUDENT SECTIONS**

**SIGN UP THROUGH REGGIENET  
BEFORE FRIDAY, MARCH 1, 2019,  
7:00 PM**





# CPR Certification



When: Thursday, March 7, 2019

Time: 4:30pm – 7:30pm

Where: Stevenson Hall 401A

Fanny Bowers, Safety and ASSP Student Section Alum, will be conducting CPR Certification. There are a limited number of participation slots, so please sign up quickly!

[Sign-up through Reggienet](#)