

**Safety Committee Meeting**  
**April 17, 2007**  
**3:00 – 4:45 pm**  
**Building 16, Room 211**

**Attending:**

Lynn Atkins, Facilities Management and Planning  
Rodger Bates, Faculty Representative  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Jennifer Hayward, Facilities Management and Planning  
Don Hein, Management Representative  
Sandy Ing-Wiese, Director of Health and Safety  
Wendy Simmons, Faculty Representative

**Guest:**

Karol Rourke, SSS  
Dale Knight, SAIF

**Minutes:**

**1. Review and approve March 2007 meeting minutes**

March 2007 Minutes were approved.

**2. Changes or additions to today's agenda**

Agenda item #8, "Accident/Incident Reports," was put off to next meeting since Mary Glenn was not available to provide the reports. A discussion about Lessons Learned from the Incident at Virginia Tech was added to the beginning of the meeting.

**3. Lessons learned from the incident at Virginia Tech**

Members briefly discussed the incident at Virginia Tech and potential lessons learned for Lane. Ing-Wiese reported that she recently attended a conference on school violence. One of the things that she learned is that prevention is critical. It is important to get people in a support loop when early warning signs occur. Ing-Wiese plans to put together a small behavior risk assessment team that will probably include HR, Counseling, and Public Safety so that when a person appears threatening, they can evaluate appropriate response. Ing-Wiese also noted that she recently sent an e-mail to managers asking them to develop a shelter in place plan (a strategy for locking down their area and keeping people safe should such an event occur). Finally Ing-Wiese reported that an emergency communication system test will occur next week.

**4. Review Action Items**

<b>Action</b>	<b>Status/Notes</b>
Barth will facilitate campus tour for Dale Knight.	Not done.
Simmons will work with Dale Knight to develop an ergonomic training for building	In process.

reps.	
Barth will follow up with Knight to coordinates the CERT group's evaluation of the dumpster process.	Barth has been in communication. They are working on it.
Ruiz will draft a message for the Weekly outlining the appropriate usage of power strips.	Not done.
Simmons will follow up with suggested smoking task force members.	In process. Simmons will post quit line signs at smoking areas.
Wilkes and Simmons will follow up with Hayward regarding Rich Prill's IAQ visit.	Done. Hayward reported that Prill isn't able to make it to campus in April. She will ask Prill to put Lane on his project list for next year. Hayward will get info from Simmons and Wilkes prior to contacting Prill.
Ruiz will follow up on getting way finding signs moved.	Not done. Atkins will follow up with Barth to determine which sign is the worst and will work on it.

**5. Update: DEQ Visit, IAQ Visit, Fire Inspection report, Building Lock-down, Golf Cart training, Bollards, other**

DEQ VISIT: Hayward will clean up hazmat building.

IAQ VISIT: See report under item # 4 Review of Action Items.

FIRE INSPECTION REPORT: Atkins reported that all of the items from the last Fire Marshal inspection have been corrected.

BUILDING LOCK-DOWN: See report under item # 3 Lessons learned from the incident at Virginia Tech.

GOLF CART TRAINING: Atkins reported that all FMP staff who drive golf cart have completed the training. The Committee recommends that Public Safety put the golf cart training on the Safety Committee website and send out an e-mail to managers reminding them that it needs to be done. Barth to put golf cart training on web. Ing-Wiese to send reminder e-mail to managers.

BOLLARDS: Atkins reported that FMP is researching new bollards that cannot be removed. When they are unlocked, they bend and lay flat so that you can drive over them, but the lock and the bollard can't actually be removed.

**6. Claims report revisited, graph separated by year**

Members discussed claims summary for 2000-2006 that Mary Glenn e-mailed to the group. It was noted that there has been a gradual decrease in total injuries over those seven years.

**7. Discussion, "What gets measured gets done": Trailing vs. Leading indicators, administrative support for safety**

Dumbleton reviewed the "What gets measured gets done" seminar that she attended and passed out slides from the class. Members discussed trailing indicators vs. leading indicators. Trailing indicators are those that we review in the claims report. Examples are total number of injuries per year and total incurred costs per year. Leading indicators are measurements of the proactive steps that an organization is taking to improve safety. Leading indicators include:

- Perception survey
- Hazard survey
- Program evaluation

[Note: a complete list of examples is on page 4 of the class packet that Dumbleton distributed.]

The class indicated that leading indicators are a better measure of an organization's safety performance than trailing indicators. Members agreed that the Committee will discuss and choose two leading indicators on which the Committee will focus for the next year. It was noted that the completion rate of our building safety inspections is a leading indicator. The committee will discuss one or two leading indicators that we will track for the next year at the next meeting.

Members discussed administrative support for the Safety Committee. It was asked to whom does the Committee report now that there is currently no Vice President for College Operations. Knight noted that it is important for safety to be seen as a value (not as a priority).

### **8. HR Survey**

Members discussed a safety survey that was distributed at the last meeting. Mary Glenn will e-mail survey to the Committee.

### **9. Suggestions and concerns**

Gamblin mentioned an e-mail alert about asbestos in brake pads that Hayward had e-mailed to the Safety Committee. Hayward will follow up with the Automotive lab to ensure that they handle brake pads appropriately.

### **10. Future agenda items**

- Determine leading indicators to track for the next year.
- Review building safety inspections. Are they being submitted quarterly? Are all Building Safety Rep positions being filled? What are results?

### **ACTION ITEMS**

- Barth will facilitate campus tour for Dale Knight.
- Simmons will work with Dale Knight to develop an ergonomic training for building reps
- Barth will follow up with Knight to coordinates the CERT group's evaluation of the dumpster process.
- Ruiz will draft a message for the Weekly outlining the appropriate usage of power strips.
- Simmons will follow up with suggested smoking task force members
- Atkins will follow up on getting way finding signs moved
- Hayward will ask Prill to put Lane on his project list for next year. She will get info from Simmons and Wilkes prior to contacting Prill.
- Hayward will clean up hazmat building.
- Barth to put golf cart training on web.
- Ing-Wiese to send reminder e-mail to managers that all staff who drive golf carts need to complete and pass training.
- Hayward will follow up with the Automotive lab to ensure that they handle brake pads appropriately.

Next meeting: May 15, 2007 Building 16, Room 211  
Minutes submitted by: Jennifer Hayward, 4/26/2007