

**Safety Committee**  
**April 20, 2011**  
**1:00 – 3:00 pm**  
**Building 16, 211**

**Attending:**

Dawn Marie Barth, Emergency and Risk Management Analyst  
Rodger Bates, Management Representative  
Darcy Dillon, Human Resources Benefits Manager  
Barbara Dumbleton, Classified Representative  
Angela Fazio, Project Coordinator FMP  
Rodger Gamblin, Classified Representative  
Jennifer Hayward, Sustainability Coordinator  
Nancy Schwoerer, Classified Representative  
Jace Smith, Director of Public Safety  
Dave Willis, Director of Facilities Management and Planning

**1. Minutes from March meeting.**

Approved

**2. Review of Agenda Items**

Add need for review of quarterly building inspection process.

**3. Announcements**

- Smith- Public Safety will be hosting a collection of OTC and expired prescription drugs to dispose of them properly and keep them out of the environment. Event will be April 30<sup>th</sup> from 10-2 in building 19.
- Barth- Revised Employee Emergency Manuals are in process of being distributed. There is new version for satellite campus' this year.
- Willis- FMP has developed a comprehensive safety training checklist and is currently using it for all new hires in their department. Also, having quarterly meetings with the Fire Marshall and the Goshen fire chief to encourage a positive relationship with them.
- Bates – Complemented the public safety group on the workplace violence seminar they hosted. It was well attended and full of great information
- Smith- announced a training will be held on crime prevention on April 29<sup>th</sup> from 10-11
- Barth – reported that she, Dillon and Simmons all completed training the trainer training for Safety in Motion workplace safety and will be conducting trainings on campus.
- Smith – Thanked Barth for coming in early and staying late to train public safety officers in use of the LaneAlert messaging system.

**4. Action Items-**

On list

**5. Issues and Concerns**

Wilkes wondered about lack of Safety items on Spring Inservice agenda-

- Bates reported that the time slot between 10-12 is for divisions to do professional development. Barth reported that many departments/divisions are covering safety during this time.
- 1:30-4:30 there is track for Heath and Wellness classes and activities.

## 6. Accident and Incident Reports

FY11-57	Bookstore	Dropped a stantion	Need more info
FY11-56	LLC	Tripped over a chair	Slow down, clear doorway
FY11-55	Science	Slipped in water	Water cleaned up. Reminder to turn off
FY11-54	Laundry	Trailer fell on foot	reviewing laundry process
FY11-53	SBDC	Back injury water bottle	Need more info
FY11-52	Grounds	Knee injury	Ask for help in task
FY11-51	Dental	Laceration	Followed BBP protocol-need more info
FY11-50	Bookstore	Cabinet door hit arm	Slow down, latch door
FY11-49	HPE	Cut knee	Slow down, close drawer
FY11-48	HKP	trip	slow down, rearrange equipment
FY11-47	FMP	Back injury	Better planning, don't do task if unsafe
FY11-46	Grounds	incident	Child wandering in fountain-Barth FU

## 7. Future Agenda Items:

1. Hazard worksheet review and possible re-development
2. Review FMP safety work orders and prioritize.
3. Developing a culture of safety on campus
4. Ensuring that quarterly building inspections take place.
5. Handrails
6. Map to track incidents/accidents- GIS
7. 801's and Incident/Accident Forms
8. Public safety staffing
9. Brainstorm session
10. Website updates
11. Review of Safety Policy
12. Waste disposal procedure on COPPS

## ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Safety training document.	Email to committee for discussion at March meeting	April	Dumbleton	
Outside vendors using our campus without knowledge of safety practices	Provide information at the time of scheduling		Bates will follow up at the Deans Meeting Alen Bahret working on a link of documents. Committee will make recommendation on content Sub-group of Bates, Barth and Smith will work on this.	
Getting trash to trash compactor is difficult for staff	Need to find better solution. Possible motorized cart.		Fazio- New area without ramp is under construction	
Update Safety	Verify realistic time		Fazio and Willis	

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
Hazard Correction sheet	lines and process			
Update Safety Charter			Dumbleton	
Outlet removed on north side of Center such that people will run cords across walk	Ask Len Heflin to submit a work order to have an outlet re-installed		Fazio-Summer project.	
Hand dryer in bldg 4 2 <sup>nd</sup> floor restroom is very loud	Investigate Implement Fix		Hayward	
Person tripped on rock in road that appeared to have crumbled from side walk	Investigate whether side walk is crumbling and creating debris in walkway and needs fix		Fazio-Sidewalk has been repaired	4-10-11
Strain injury in foodservices	Provide Safety in Motion training to food services employees	10-1-11	Dillon, Simmons, Barth, Schwoerer	
Student injured at non-Lane work site during internship	Check in with Co-op to see if they do any pre-employment safety training with students		Dillon	
Employees experiencing building related symptoms in building 4	Improve exhaust. Have OSHA consultation-		Hayward.	
Child wandering in pond near longhouse	Check with insurance company regarding liability		Barth	