

**Safety Committee**  
**January 14, 2009**  
**12:30 – 2:30 pm**  
**Building 16 211**

**Attending:**

Joan Aschim, Management Representative, PIO  
Dawn Barth, Emergency and Risk Management Analyst  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Mary Glenn, HR Representative  
Jennifer Hayward, Sustainability Coordinator  
Len Heflin, Classified Representative  
Don Hein, Operations Management Representative  
Dale Knight, Guest, SAIF  
Wendy Simmons, Employee Wellness Coordinator  
Robert Thompson, Faculty Representative  
Nadine Wilkes, Faculty Representative  
Katherine Vos, Director Public Safety and Housekeeping

**Minutes:**

**1. Review and approve December 2008 meeting minutes**

Minutes approved.

**2. Changes or additions to current agenda**

No changes.

**3. Safety Committee membership update**

Introduction and welcome of Joan Aschim to the committee She will serve as a management representative from Marketing and Public Relations.

**4. Announcements**

New Campus AED Program

- Barth announced approval for a new AED (automated external defibrillator) program for the campus.
- We have ordered 14 AED's that will be installed in various locations around campus and at DTC, Florence and Cottage Grove campuses.
- Barth will train staff on use of AED's in staff meetings.
- Barth will have the trainer model available at the employee wellness fair to begin education.

Wilkes requesting feedback and assistance regarding her participation on the Facility council subcommittee for emergency planning intended to pull all the pieces of the plan together.

- Wilkes feels that the staffing shortages in the health clinic have kept her from being able to put as much time in to it as she would like and feels that she is needed at the clinic to keep from turning away more patients due to lack of providers.
- Barth reported that there is another group on campus currently improving on existing plans and process that is putting together a timeline for drills etc. Barth suggests giving this committee time to do its planning and then see if that helps to clean up the pieces as they are. This allows for the work to be done while putting Wilkes on hold for a short time.
- Committee agreed to give the other committee time to plan.
- Barth agreed to bring updates to the Safety Committee as they are available.
- The ultimate goal is to pull all pieces of emergency and safety planning together under one umbrella.

Hayward reported on recent OrOSHA inspection

- There was an OSHA complaint filed regarding an unusual odor in building 6. It was a scent of a pesticide nature that caused irritation to the employees in the area.
- Hayward and an investigator from OrOSHA investigated the claim and could not find any source of the smell or recurrence.
- The complaint was left open for 3 months to allow for possible further investigation if there was a recurrence.
- There was a finding of birds nesting in the air intake on the west side of the building. The birds were relocated and the intake was modified to prevent further incidents. However, it is not known if this was the cause of the odor.
- The claim is now closed with no citations issued.

## 5. Action items list

Updates are reflected on the action item list at the end of the minutes.

## 6. Employee Issues and Concerns

Gamblin passed on information from a college employee concerned about the stairs on the South side of campus leading up to the parking lots. The stairs are crumbling away and are a severe trip hazard.

Knight added that he noticed that the railings are also on the wrong side of the walkways in the same area. Railing should be on the right side as you are descending.

## 7. Accident/Incident reports

- 010210 Better information needed when calling in emergencies. Location was related as “look for the crowd.” Barth will do training with departments on this when she conducts AED training.
- 021210 Form was incomplete. No contributing factors listed. Glenn will follow up.
- 031210 Back door in food services needs to be checked to see if it closes too quickly. Gamblin and Heflin will investigate.
- 051210 Water on floor. Glenn will follow up to see what source of leak was and if it is practice to clean up quickly
- 071210 Load amounts on hand truck too high. Vos will follow up with Willis to remind employees to work with care, not just work fast.

## 8. Safety Committee Training

Dale Knight from SAIF corporation conducted a training on conducting effective safety committee meetings.

## 9. Employee Safety Training Matrix

Matrix was distributed to committee members for review. Committee members should identify which of the items would apply to their individual work area and define how this form could best be used.

Committee members will bring suggestions to the next meeting.

## Future Agenda

1. Safety Training Matrix
2. Having a student representative on the safety committee
3. OrOSHA compliance
4. Report from Facilities Council subcommittee that is working on an emergency action plan
5. Report from Public Safety on measures to protect officers
6. Hazard Worksheet review and possible redevelopment

## ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Ensuring that corrective actions are completed	Update current minutes with old uncompleted action items from before July	1/14/09	Barth	
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned	<ul style="list-style-type: none"> <li>E-mail Greg Morgan this recommendation to remove microwaves from cafeteria and not replace them unless they are commercial grade, placed away from return air intakes, and have a cleaning strategy in place. She will "CC" the Safety Committee.</li> </ul>	11/12/08	Dumbleton	Completed as of 12/10/08
	<ul style="list-style-type: none"> <li>Write a work order to have the microwaves removed from the cafeteria.</li> </ul>	11/12/08	Willis	Willis wrote work order to have recommendations enacted as of 12/10/08
	<ul style="list-style-type: none"> <li>Microwaves to be removed by 1/5/09 if recommendations have not been enacted.</li> </ul>	1/5/09		
	<ul style="list-style-type: none"> <li>Ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract.</li> </ul>	11/12/08	Willis	Completed as of 12/10/08.
Not all building reps & Safety Committee members have training on how to conduct building safety inspections.	Schedule and conduct building rep training for new building reps and new Safety Committee members.	2/11/09	Barth	Completed 1/9/09
Not all buildings currently have building reps	Send e-mail to Managers asking them to appoint building rep for their area and letting them know that the manager is the default building rep when a rep is not appointed.	1/14/09	Barth	Will be done 1/16/09
Safety Committee website is out of date	Update website with meeting minutes and an updated building rep list.	1/14/09	Barth	Completed
Employee splashed with chlorine at sewage treatment plant.	<ul style="list-style-type: none"> <li>Submit a work order to have new procedures for working in sewage treatment area put into place.</li> </ul>	11/12/08	Willis	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Employee fractured toe on stairs (reported in accident/incident reports that were reviewed at August 2008 meeting).	Check stairwell to ensure that there are not problems with a step.	11/12/08	Willis	Completed as of 12/10/08
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures. <ul style="list-style-type: none"> <li>Dennis Carr will let volunteers know that they need to call public safety when they come and go</li> </ul>	11/12/08 1/14/09	Willis Dennis Carr	
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	Draft completed and distributed 1/14/09
Second-hand smoke causes health concerns for some employees.	<ul style="list-style-type: none"> <li>E-mail the draft Smoking Policy Task Force Charter to the full Safety Committee and ask them to review and provide comments.</li> <li>Review the draft Smoking Policy Task Force Charter and provide feedback to Wendy.</li> <li>Have Task Force sponsor (Dennis Carr) review charter.</li> <li>Have public safety officers give warnings to smokers who are outside of designated areas.</li> </ul>	10/17/08 10/31/08 1/14/09 1/14/09	Simmons All Simmons Vos	Completed as of 12/10/08  Completed as of 12/10/08
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12
Lack of exterior lighting during dark early morning hours aggravates trip hazards between bus stop and Center.	E-mail <a href="mailto:facilitiesoffice@lanecc.edu">facilitiesoffice@lanecc.edu</a> to report the lack of exterior lighting.	11/12/08	Heflin	Work order written as of 11/12
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership.	<ul style="list-style-type: none"> <li>Contact Jim Salt to ask for appointment of 2 faculty reps.</li> <li>Contact Bob Baldwin to ask for appointment of 1 classified rep.</li> <li>Contact OISS to ask for appointment of 1 instructional manager rep.</li> </ul>	11/12/08 11/12/08 11/12/08	Dumbleton Gamblin Glenn	Emailed as of 11/12.
Many managers and supervisors are still	Conduct accident/incident reporting training at Manager's	12/14/08	Barth	Training on 1/16/09

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
not properly filling out accident/incident forms	Forum.			
Safety Committee may be out of compliance with OAR 437-001-0765 which states that employer and employee representatives shall conduct quarterly building safety inspections.	Determine whether we have an exception to conduct inspections the way we do. If no, the Committee should develop a plan for how to obtain it.	11/12/08	Barth	Barth left a message with OSHA as of 12/10/08. OSHA has not returned her call yet.  We are in compliance per Larry Phipps OrOSHA consultant
Not all areas have appropriate first aid kits.	Announce at Managers' Forum training that kits are available for sale from the Health Clinic.	1/14/09	Barth	Schedule 1/16/09
Highly flammable film is being stored in archives.	Inform Archivist of proper procedures for handling film.	1/14/09	Gamblin	
	Give Barth suggestions for materials/activities/themes to have at the safety table at the employee wellness fair on 1/28/09	1/14/09	All	