

**Safety Committee**  
**July 20, 2011**  
**1:00 – 2:30 pm**  
**Building 16, 211**

**Attending:**

Joan Aschim, Darcy Dillon, Barbara Dumbleton, Elaine Eiler-Mough, Rodger Gamblin, Don Hein, Nancy Schwoerer, Jace Smith, Dave Willis

**1. Minutes from May and June 2011 meeting minutes.**

Approved with the addition of Wendy Simmons to attendance list for May

**2. Review of Current and Future Agendas**

No August meeting

September meeting moved to second Wednesday, September 14, 2011

**3. Announcements**

- Register-Guard is looking into the air quality issues in Building 4; article in R-G Sunday July 24, 2011.
- Holes in parking lots and across campus will be repaired over the summer.
- There will be an up-grade of McVay Highway and 30<sup>th</sup> Ave. intersection area in 2013

**4. Issues and Concerns**

- Dumbleton expressed concern about the lack of handrails on many stairways, in particular the stairs on west side of center from second to first floor, by cafeteria.

**5. Accident and Incident Reports**

FY11-64	FMP	Fall, building 10	Training and additional security to fence
FY11-66	KLCC	Twisted ankle	Slow down and watch footing
FY11-67	H&PE	Contusion on knee	Consider screen for pitcher at pitcher's circle
FY11-68	Florence	Trip	Clean up cardboard, keep walkways open
FY11-69	SL&LD	Pulled muscle	Place heavy equipment on lower shelf
FY11-70	CML	Slip & fall	Keep area dry
FY11-71	Art	Pulled muscle	Training, keep heavy items on lower shelf

**6. 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
13. Planning , prioritizing safety needs - October

## 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- Has been emailed. Committee will review.	April	Dumbleton/Barth	
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.	On-going
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	Relocating compactor, Done by fall
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Fazio and Willis	
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	
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.	Meeting w/ PCA, OSHA Meeting w/ staff 9/8/11

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Child wandering in pond near longhouse	Check with insurance company regarding liability- Need to add a sign		Barth	

#### **New Action Items**

1. Barbara to contact FMP about the Safety Committee recommendation to mow tall grass blocking visibility at parking lot intersections.-done
2. Wendy will discuss having a safety training series in conjunction with the Benefits Fair during Fall In-service.
3. Barbara to send link to OSHA Safety training- done