

Safety Committee Meeting  
February 19, 2008  
2:00 – 4:00 pm  
Building 16, Room 211

Attending:

Lynn Atkins, Facility Management and Planning  
Dawn Marie Barth, Health and Safety Specialist  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Mary Glenn, Human Resources  
Jennifer Hayward, Sustainability Coordinator  
Len Heflin, Classified Representative  
Don Hein, Management Representative  
Wendy Simmons, Faculty Representative  
Robert Thompson, Faculty Representative  
Nadine Wilkes, Faculty Representative  
David Willis, Director of Facilities Management and Planning

Guest:

Dale Knight, SAIF corporation

Minutes:

1. January Minutes

- Approved as written

2. Review of Action Items

- Need to address the use and purchase of electronic appliances. We are waiting for written response following campus tour from our new liability insurance carrier.
- Barth will send Willis name of building 12 safety rep.
- Barth will contact insurance representative about the written report.
- Glenn will arrange a training at Managers forum on proper completion of accident/incident form: In progress, should be presented at March 2008 meeting.
- Simmons will work with Dale Knight to develop an ergonomic training for building Reps: Done but information to be added to employee safety page
- Barth will follow up with Knight to coordinate the evaluation of the dumpster process: In progress
- All committee members need to look at current safety committee website and give suggestions for items to move to an employee safety page: Should this be an agenda item?

- Hayward will make suggestions for Water Leak Safety Procedure and send to the committee: This part was done, but the procedures have been expanded to include more than water. Agenda item for March meeting?

### 3. Employee Concerns

- Red Phones and CodeBlue phones. Would like to have an agenda item to discuss the locations and working status of the phones.
- Campus lighting – Willis would like to identify safe zones based lumens testing and have published information for people to use safe zones at night.
- Wildish building has some trip hazards that are in process of being repaired. Barth wondered if LCC is responsible for maintaining the sidewalk in front of the building. There are some significant cracks. Atkins will check into it.
- Hayward has been obtaining independent IAQ testing in building 17. They haven't found anything that requires evacuation. They are developing tests and criteria that can be used in for future testing.
- Would like to have a better way of information dissemination. Barth is relaying information and it is not all getting to all interested parties. Suggestions are to attend peer to peer group meeting and to also add it to the manager's forum training.

### 4. Smoking Policy Update

- Plan is still to move those smoking areas that are not in compliance with current policy.
- Frank from grounds will laminate and post signs letting people know we will be removing smoking areas in 30 days.
- This advance notice will give them time to find a new location.
- Dumbleton proposes making the moves during Spring Break.
- Suggestion is that signs indicate that the current location is not in compliance with college policy.
- Simmons will work with Frank to get these signs done.
- It was also suggested that a notice be placed in the Lane Weekly notifying people that the change is coming.

### 5. Accident and Incident Reports

- Wilkes will follow up with Food Services are to see if we can get a safety rep. and to see if safety committee can help to decrease the incidents in that area.

### 6. IAQ report from November tour.

- Hayward reports findings from Rich Prill's 3 day visit in November.
- Recommendations from that report:
  1. Purchase only Expo2 markers-low odor. Other types affect those that are chemical sensitive. Also, these cost less than the others.
  2. Limit carpet to where we have to have carpet.
  3. Use low VOC paint and develop a policy around paint use
  4. Purchase a particle counter to measure dust levels (about \$4000)
  5. Conduct regular walk throughs to measure levels to make sure we have fresh air. Could possibly done by a student intern in Energy Management doing co-op or workstudy work.

6. Consider doing radon testing.
- Simmons asked what is the next step?
  - Hayward will meet with Willis and others to develop a plan.
  - Committee may look at process in a couple of months.

7. New Action Items

- Atkins will check on cracks in sidewalk in front of Wildish and check for our liability.
- Wilkes will follow up with Food Services to see if we can get a safety rep. and to see if safety committee can help to decrease the incidents in that area.
- Simmons will work with Frank to get smoking signs done.

Next meeting: March 18, 2008 2:00-4:00 Building 16, Room 211