

Safety Committee Meeting
April 15, 2008
2:00 – 4:00 pm
Building 16, Room 211

Attending:

Dawn Marie Barth, Health and Safety Specialist
Barbara Dumbleton, Classified Representative
Rodger Gamblin, 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:

Robert Crowe, Student

Minutes:

1. March Minutes

- Approved

2. Review of Action Items

- Glenn will arrange a training at Managers forum on proper completion of accident/incident form: In progress, should be presented at March 2008 meeting. (carry over to May managers forum)
- 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? - Future agenda item.
- Hayward will make suggestions for Incident response procedure created as a result of the water leak 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? – Future Agenda Item.
- Atkins will check on cracks in sidewalk in front of Wildish and check for our liability – Carry over
- 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- Done. Wilkes had a very proactive conversation with Brian Kelly. Incidents have increased but so have number of students/employees. Ongoing training is being done to reduce incidents.
- Microwaves in Center building food area are right in front of air flow areas. They are also dirty and hazardous. Dumbleton will submit work order to have them moved from air flow area.

3. Employee Concerns

- Mirrors came down in science restroom.
 1. Original installers are coming to campus to check on additional mirror that was installed at the same time.
 2. They will be putting clips on them to secure them.
 3. Committee suggests checking all other mirrors for bowing.
- Emergency Contact Information – Do we need to keep emergency contact info on employees in case of an emergency.
 1. Could be voluntary and kept in each department
 2. We need to put a notice in the Weekly regarding updating contact info in ExpressLane.
 3. Barth will discuss with H/R and Dennis Carr.
- Need to encourage employees to write safety related work orders when we have them. It will allow better records of what needs to be done and will be needed if bond passes.

4. Smoking Task Force

- Over 5,000 respondents in survey
- Group is looking at comments from the survey
- Group will look at designated area and possibly move them out to the perimeter of campus.
- Potentially moving them during summer term
- Results will be posted on web and should also go to the Torch
- Simmons will email results to the committee
- Willis suggest getting work orders submitted for summer so they will be included in their plan.
- Need to have Kevin Williams look at current smoke areas for circle of influence related to air intakes.

5. Building 17 IAQ

- FMP is finishing up identified action items and should be finished by Friday.
- Additional test will be done now and repeated next year at the same time as the initial test to verify not just season change.
- A lot of work has been done in the building.

6. Facilities Council Subcommittee on Emergency Planning

- It is in the charter to review the policy
- They want Barth to attend meeting- committee consists of Dave Willis, Denise Brinkman, Nadine Wilkes, Jennifer Hayward and representative from Disability Services.
- Wilkes will contact with meeting time
- Want to create a time line by the end of the term
- Want to get all the pieces pulled together.
- KLCC has a crisis response plan
- Need info on business continuity plan
- Need info on MOA's

7. MPulse

- Building reps and safety committee members should be trained to submit requests.
- Willis will contact Susan Tatar to set it up.
- Work order priority has safety related tab. Barth will let Building Reps know
- Can write anything in the comment section

9. New and Carry Over Action Items

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Next meeting: June 17, 2008 2:00-4:00 Building 16, Room 211