

LCC Safety Committee
Meeting Notes April 16, 2014
1:00 – 3:00 PM LCC Center/407

Attendees: Barbara Dumbleton, Marie Sagaberd, Nancy Schwoerer, , Jace Smith, Darcy Dillon, Wendy Simmons, Mark Richardson, Todd Smith, Cathy Reschke, Marlana Pearson, Karen Louise White.

REGULAR BUSINESS

1. Approval of March 2014 meeting minutes: approved.

2. Review of Current Agendas: approved

Announcements

Marlena is the newest member of the Safety Committee, she has been attending meeting for a few months and has finally been approved by the classified union to be an official member of the safety committee. Marlena has agreed to co-chair the facilitator's position with Barbara.

April 26 is the National Pharmaceutical Drug Take Back Day event. Anyone can drop off prescription drugs that need to be disposed of. The event will be held outside building 19 and in front of the Downtown Campus. It will be posted in the Lane Weekly and on Lane's Facebook and Twitter pages.

Wendy Simmons, Wellness Coordinator, reminded the committee of upcoming Earth Day/week activities. Wendy will be making a statement at the May 14th board meeting about the recommendation to have E-cigarettes follow the same policies for all tobacco products. Safety committee strongly supports Wendy in this recommendation and will write a statement to that effect. Barbara and Wendy will write the recommendation and Nancy will present it at the May 14th board meeting. Karen Louise will make a statement representing the facility position.

Safety/Action Items List:

1. R25 Live- on going. Working on amending the guidelines when someone reserves a room using the R25 website. Marlena suggested that there be a link between the reservation and the end users; link the form to the actual user not just the person making the reservation. Suggested that the proposed form be sent to the Peer to Peer group for review; as many department admin. specialist reserved rooms.
2. Safety Hazard Correction Sheet- needs to be updated – Todd Smith needs to decide if this is accurate and if it will be kept up. Ongoing.
3. Safety Committee Charter- Barbara Dumbleton working on
4. Bricks outside Building 2 – mats placed as a temporary fix – On going, a permanent fix will probably happen this summer.
5. Darcy will work with Brian from SAIF and Mike O'Neal, manager in food service, concerning safety procedures/training around the hot dog cart. Primarily concerns on lighting the gas BBQ grill; there

have been numerous burns to workers. SAIF will also look at the loading dock area, outside the main kitchen; the area is often damp and greasy. On Going.

6. Placing of emergency informational cards in classrooms is ongoing. Sharon Kimble will work with FMP and Jace from Public Safety about specific information she feels is needed.

7. Building 2 – chip out of step, can't apply until weather is better, there is currently an orange cone in the middle of the steps; summer project.

8. Eye wash stations – per Todd Smith they are being maintained and there is a form that is signed off. B. Dumbleton concerned about Building 38. Todd Smith will look into it.

9. Sharon Daniels from HR presented a proposed new accident/incident form. Several suggestions were made in order to make the form easy to use; what section is filled out by the injured party and which section is for the managers to fill out. Sharon will take the suggestions back to HR to work on the details.

Employee issues and concerns

_ Student tripped over mat outside building 5. Matt is covering concrete that is to be replaced this summer. Apparently no one filled out an accident/incident report. Marie did contact FMP directly and Todd is aware of the problem.

There was a discussion on how the safety committee and FMP can coordinate and record the completion of work orders that pertain directly to safety issues. Still need some clarity as to how this is done.

Todd Smith reported that the dock at Silcoots Lake is shared by the college and several homeowners who live around the lake. The issue is that one homeowner is expanding the dock. Todd has asked the caretaker for the LCC property to look into the safety of the addition and see if permits have been or need to be obtained. There are several legal questions that need to be answered.

Accident/ Incident reports

14:47- Chair slid out from underneath employee, report was incomplete need more information. FMP did look at the chairs and they are the correct chair for the space.

14:48 Fell when holding a baby. No action required.

14:49- SSS injury. Using a hand truck with too much weight, back strain. May need additional training good lifting techniques.

14:50- Head injury. Using a hand truck to move boxes, hand truck was tilted and when weight was moved HT hit individual in the head. Need better awareness when using hand truck.

14:51 - Person lost their balance and fell quite hard. First aid given by Goshen Fire Department did not follow proper aid procedures; patient was not stabilized before moving. Jace spoke to GFD and hopefully future EMT aid will be correct. Injured party was transported to Riverbend Hospital.

14:52- Food service worker twisted ankle. Report was incomplete, more information is required. Suggested that the manager take a closer look at the actual report before signing.