

LANE COMMUNITY COLLEGE
Safety Committee Minutes



<p>Meeting date 4/19/05</p>	<p>Attending Safety Committee Members: Dan Armstrong, Faculty Representative Rodger Bates, Management Representative Susie Cousar, Faculty Representative Barbara Dumbleton, Classified Representative Mary Glenn, Human Resources Jennifer Hayward, Environmental Specialist Don Hein, Management Representative Sandy Ing-Wiese, Director of Health and Safety James McConkey, Classified Staff Representative W.D Perkins, Classified Staff Representative Mike Ruiz, Director of Facilities Management and Planning Georgia Soto, Classified Representative Building Reps: Sharon Hagan, Building 4 Mike Zimmerman, Building 5 Nadine Wilkes, Center</p>
<p>Meeting time</p>	<p>Absent Vacant, Faculty Representative Vacant, Faculty Representative</p>
<p>Old business <i>Summarize discussion of items not resolved during the last meeting</i></p>	<p>Item 1 – Review of Building Safety Inspections Members reviewed inspection results. Ruiz reminded members that departments must have an MSDS for all chemicals and that all chemical waste should be handled by Hayward. Spring 2005 inspections are due June 16, 2005 Item 2 – College Emergency Response/Evacuation Program Update Ing-Wiese reviewed status of college emergency planning and distributed a handout that summarized her report.</p>
<p>New Business <i>Summarize discussion of new items the committee addresses.</i></p>	<p>Item 1 – Computer System to Track Safety Hazard Corrections for Facilities Dumbleton and Cousar will research/develop a proposal for a computer system that Facilities can use to track the status of safety hazard corrections. Item 2 – Training for Staff Thi and Hayward will work on finding and promoting training opportunities. Hagan suggested putting training on the web. The college could track who has completed training because people could log-in. Wilkes suggested inviting OSHA or the Fire Marshal to conduct a training for staff.</p>

Employee suggestions and concerns <i>Summarize discussion of employee suggestions or concerns</i>	Suggestion/concerns B16: Broken outlets, stained ceiling tiles, and missing ceiling tiles B11: Broken outlets and stained ceiling tiles Center: Poor storage practices/not enough storage space Child Development Center: Shed in playground is chipping paint. The above items were/will be reported or fixed according the Safety Hazard Correction Procedures. B4: Rotting carpet. Ruiz stated that this is on a schedule to be replaced.
Other business <i>Summarize discussion of other safety committee matters</i>	
Next Meeting	Date: 5/17/05 Place: Building Safety Inspections – All Buildings Time: 3-5 pm