

Safety Committee Meeting
April 18, 2006
3:00 – 5:00 pm
Building 16, Room 211

Attending:

Dawn Barth, Health and Safety Project Specialist
Rodger Bates, Management Representative
Susie Cousar, Faculty Representative
Barbara Dumbleton, Classified Representative
Mary Glenn, Human Resources
Sandy Ing-Wiese, Health and Safety Director
Tina Lymath, Classified Representative
James McConkey, Classified Representative
W.D. Perkins, Classified Representative
Mike Ruiz, Directory of Facilities Management and Planning
Wendy Simmons, Faculty Representative

Guest:

Dale Knight, SAIF Corp.

Minutes:

1. Minutes for 3/21/06 meeting were approved.

Follow up on action items from 03/21/06

- Ing-Wiese has a meeting scheduled with Marie Matsen and Jennifer Hayward to discuss CHO.
- Barth notified Jim salt of faculty vacancies and has not received response.
- Glenn has submitted an ICO for the mirror to be installed in building 19 near CIT.
- Perkins emailed photos of the loading docks to the safety committee.
- Knight emailed golf cart safety info to committee.
- Ing-Wiese and Barth identified a file cabinet to house safety committee resources. Items will be dated and removed after 2 years. Items will be returned to committee member who submitted them.

Action items to be carried forward:

- Glenn will follow up to see if employee safety can be included in items used for annual employee evaluations. Classified employee evaluation process is currently being revised. Currently with Dennis Carr.
- Dumbleton or Hayward – will email directory to ask for building reps in the areas with vacancies.
- Wilkes and Ruiz – will follow up on the loading dock safety issue
- Glenn – Will follow up with incident involving carpal tunnel complaint to see if an ergonomic assessment has been done.

- Ruiz – will follow up with Bob Mention regarding automatic door open button for building 1 south entrance.

It was decided that for future meetings, committee members with action assignments will send a status report to the meeting if they do not plan to attend.

2. Membership

We are still awaiting recommendations from Faculty Union President, Jim Salt, to fill the faculty vacancies. Barth will send an email stating we will assume that Wendy Simmons is approved unless we hear otherwise. Committee will actively pursue other volunteers. Cousar will explore Culinary Arts faculty, Simmons will explore Art, and Glenn will explore Family and Health Careers.

3. Policy Statement

Most recent copy of the policy statement was distributed. Policy was approved with minor changes in verbiage and a link added for PPE information added to the resource list. Barth will make changes and distribute.

4. Training – Dale Knight facilitating discussion on Accident Investigation Form

- Was discovered that current forms do not provide enough information to thoroughly investigate the accident.
- Committee decided to evaluate forms and redesign them to be more effective. Better form would have more open-ended questions.
- Forms that have been submitted with out enough information will be sent back to the department. Can be a training issue and will help us get to the root cause.
- To get to the root cause of an accident, you have to keep asking “Why?”
- Knight will email an alternate form from SAIF to Glenn and Barth.
- Discussion will continue when we have alternate form.

5. Impact on Safety resulting from budget cuts

- Perkins shared information he had relayed to College Council regarding elimination of evening dispatch position.
- Dumbleton expressed that the committee should address the safety issues.
- Cousar proposed that committee wait until there is a plan and then have a discussion. This would allow for an opportunity to give feedback with more information.
- Barth seconded.
- Ruiz reminded that it is inherent with budget cuts that safety will be affected.
- Cousar reminded that it will not be our role to stop the cuts. Rather, it will be our role to help to minimize the impacts.

6. Review of Safety Items- Status Reports

- Mike Ruiz covered list from December. All small items have been cleared. A few larger items remain.
- Funding is in place for emergency phones to be placed in parking lots.
- ADT is on campus installing some security cameras to improve safety.

7. Suggestion and Concerns

- Chemical waste building needs follow up. Eye wash area is blocked with chemicals. Other chemicals need to be disposed of.

8. New Agenda Items

- Campus smoking policy
- Budget topics – What are problems and potential solutions
- Golf Cart safety training – Committee suggested subcommittee of Hayward and Ruiz to follow up on this.

Action Items

- Knight will forward new accident investigation form and Barth will distribute.
- Barth will request that committee members with action items send a status report if they will not be attending the meeting.
- Ruiz will follow up with chemical waste building problems.
- Glenn will follow up on new Impulse data base.
- Cousar, Simmons and Glenn will seek faculty representative for committee.

Next meeting: May16, 2006, Building 16, Room 211

Minutes submitted by: Dawn Barth, 5/9/06

Reviewed by: Barbara Dumbleton, 5/9/06