

**Safety Committee**  
**April 8, 2009**  
**12:30 – 2:30 pm**  
**Building 16 211**

**Attending:**

Joan Aschim, Management Representative, PIO  
Rodger Bates, Management Representative  
Dawn Barth, Emergency and Risk Management Analyst  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Mary Glenn, HR Representative  
Jennifer Hayward, Sustainability Coordinator  
Len Heflin, Classified Representative  
Nancy Schwoerer, Classified Representative  
Katherine Vos, Director Public Safety and Housekeeping  
Nadine Wilkes, Faculty Representative

**Minutes:**

**1. Review and approve February 2009 meeting minutes**

Minutes approved.

**2. Announcements**

- Welcome to Nancy Schwoerer, new classified representative
- Barth reported that additional C-CERT training will begin on April 15<sup>th</sup>. Suggestion was made to offer the training to students and Barth agreed that she would accept them on a referral basis.
- Hayward reported that Facilities Management and Planning will be hiring 50 or more workers and Barth will be conducting extensive, ongoing safety training for the new hires. Barth and Willis have developed a training program.

**3. Action items list**

Updates are reflected on the action item list at the end of the minutes.

**4. Employee Issues and Concerns**

1. Hayward reported on behalf of Frank D. and Mike S. Increased amounts of goose waste on the fields.
  - Goose waste is increased and students are tracking it in from classes and it has been found on classroom carpets as well as other places.
  - Frank D. reports that he has tried all he can think of to reduce the number of geese.
  - Frank D. has suggested hiring a trained dog to chase the geese away.
  - He has tried decoy eagles, coyote silhouettes, and distress calls.
  - Heflin suggested using coyote scent around the area
  - Committee suggested developing a joint project with the Audobon and Humane societies.
  - Vos suggests having a dog to herd the geese and could also serve as a nighttime companion to the night shift officer.
  - Vos and Wilkes will pursue options and make a recommendation next meeting.
2. Hayward reported that departments are not keeping up with their MSDS updates.
  - Committee will discuss this as part of the training matrix discussion.
  - Future agenda item

### 3. Disposal of Hazardous Waste

- Hayward reported that we don't have MSDS's for chemicals being disposed of.
- Should this be part of the procedure?
- Hayward will find out what other colleges are doing.
- Future agenda item

### 5. Accident/Incident reports

- 09-12 De-icer is on site now. Glenn will follow up on work order for new surface. Issue is timeliness in safety response.
- 09-13 Suggest putting up warning sign to caution for slippery condition
- 09-14 Counter measures in place
- 09-15 Counter measures in place
- 09-16 Return to department for more information
- 09-17 Counter measures in place- Should they be lifting at all? Can items be placed in smaller tubs? Should 2 people be lifting? Recommend training on lifting technique.

### 6. Update on March training – Handling aggressive and hostile student behavior in higher ed.

- 60 minute audio conference committee members linked in to.
- Wilkes felt the training was a good start, but there were key components missing.
- The training needs to be Lane specific.
- There is a suggestion to have Zach Schwartz to do the Lane specific training.
- Mona Arbuckle is researching additional training. Wilkes will report back.
- Wilkes is preparing a memo/proposal to Greg Morgan.
- Also had a suggestion to include students in the training.
- Debby Ganser is also very qualified and has done training with the Science division.
- How do we move this forward?
- Suggestion for fall inservice training tracks for safety. Jennifer Cook should be included in any email proposals.
- Future agenda item.
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### 7. Safety Hazard Correction Procedures

- Review and make suggestions for next meeting.
- Suggestions for FMP.

### 8. Evacuation Maps

- Barth presented the first maps to the committee
- Maps have been completed for the Center building.
- Maps will have tactile version for visually impaired
- Lane representatives/architects have consulted ADA experts, fire marshal, and other experts in creating the maps.
- Continued work is being done to do the rest of the buildings.

### 9. Training Matrix

- Training should be for all employees
- Hayward will finalize and send to Barth to post on the web.

### Future Agenda

1. Safety Training Matrix
2. Having a student representative on the safety committee

3. OSHA compliance
4. Report from Facilities Council subcommittee that is working on an emergency action plan
5. Report from Public Safety on measures to protect officers
6. Hazard Worksheet review and possible redevelopment
7. Safety Policy
8. Map to track incidents/accidents
9. Evacuation training.
10. Department MSDS updates
11. Disposal of hazardous waste
12. Additional training in dealing with hostile students.

#### **ACTION ITEMS**

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned	<ul style="list-style-type: none"> <li>E-mail Greg Morgan this recommendation to remove microwaves from cafeteria and not replace them unless they are commercial grade, placed away from return air intakes, and have a cleaning strategy in place. She will "CC" the Safety Committee.</li> </ul>	11/12/08	Dumbleton	.
	<ul style="list-style-type: none"> <li>Write a work order to have the microwaves removed from the cafeteria.</li> </ul>	11/12/08	Willis	
	<ul style="list-style-type: none"> <li>Microwaves to be removed by 1/5/09 if recommendations have not been enacted.</li> </ul>	1/5/09		
	<ul style="list-style-type: none"> <li>Ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract.</li> <li>Dumbleton will email recommendation to Tina Lymath and Barbra Delansky. Schwoerer will send pricing info for commercial grade microwaves</li> </ul>	11/12/08	Willis	Atkins has moved them twice and they end up returned

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
Employee splashed with chlorine at sewage treatment plant.	<ul style="list-style-type: none"> <li>Submit a work order to have new procedures for working in sewage treatment area put into place.</li> </ul>	11/12/08	Willis	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures. <ul style="list-style-type: none"> <li>Dennis Carr will let volunteers know that they need to call public safety when they come and go</li> </ul>	11/12/08 1/14/09	Willis Dennis Carr	Completed as of 2/11/2009
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	Draft completed and distributed 1/14/09
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership. UPDATE: Only need one faculty member	<ul style="list-style-type: none"> <li>Contact Jim Salt to ask for appointment of 2 faculty reps.</li> <li>Contact Bob Baldwin to ask for appointment of 1 classified rep.</li> <li>Contact OISS to ask for appointment of 1 instructional manager rep.</li> </ul>	11/12/08 11/12/08 11/12/08	Dumbleton Gamblin Glenn	Emailed as of 11/12.  Rodger Bates
Clarification needed regarding when employees need to report presence on campus	Notice needs to be sent to Lane Weekly to clarify.	3/11/2009	Vos	
Follow up on incident/accident reports.	Knight and Simmons will follow up with employees for clarification	3/11/2009	Simmons Knight	