

Safety Committee Minutes

April 18, 2012

1:00- 3:00 pm

Building 16, Room 211

Attendees

Darcy Dillon, Barbara Dumbleton, Dawn Barth, Nancy Schwoerer, Jace Smith, Mark Richardson, David Willis.

Minutes

Approval of February 2012 minutes.

Announcements:

Jace Smith – take by drugs event 4/28/12. Public Safety and DEA work together on this event. Dawn

Barth –evacuation drill done 4/10 with child care complex – drill went well, some challenges, evacuate them to access road and then if further evacuation needed, move to CML. There was an actual emergency on campus at same time, the alarm system – has a drill button. Public safety didn't know that anything was happening because it was a local alarm.

Jace Smith – hiring additional part-time (6) officers for DTC – training mid-May/late June

Command staff doing 3 days of emergency management training in Salem – 5/29-31

Dawn Barth- will not be here for next meeting. Darcy will take notes. Dawn going to Emergency Management Conference

Dawn Barth – building inspections are going better. Building 12 needs a representative. Building 1 needs a new representative.

Trouble with arts folks with safety issues. Building inspection hasn't been done since 2006

SafeColleges training program – all you need is L# safecolleges.com/lcc

Safety write ups – discuss with unions

Action Items list- Also see table at end

-Outside vendors facilities use: R25 scheduling - safety requirements and security notifications to vendors. Dave willis: contractor safety handbook given people on campus (service techs, delivery folks)

on a department level, training/guidance document that tells managers what they need to do regarding safety.

Room rentals – get a packet of materials that tells them safety procedures. Also problem with no LCC employee being in attendance at events.

Jace – procedure online requiring an LCC employee to be on site. Needs to be a Board policy.

Dave Willis – top management is not very supportive of safety issues, we don't enforce safety issues

Jace Smith – would top management support a mass posting in all rooms of safety procedures.

Barbara Dumbleton – Roger Bates has a really good form for use of rooms

Dave Willis – make safety agreement part of P.O. for use of services

Darcy – R25 process should include an agreement with safety outlines

Dawn – other community colleges have rental agreements, blue mountain, coast community college

Charge: Something that would go out to whoever reserves space regarding safety procedures

Step 1 – talk to Roger Bates – where did he leave off

Need standardized process, FMP/facilities committee, the safety committee could propose what to include

Jace agreed to followup with Roger Bates on what he had already done.

Accident/Incident Reports:

FY12-48	FMP	Strained Back	Lifting training needed
FY12-49	COOP	Fractured Arm	No correction needed
FY12-50	SSS	Strained Back	Ask for help/Safe lifting education
FY12-51	Science	Shoulder	Keep area clean
FY12-52	Science	Laceration	Corrective measures in place
FY12-53	LLC	Yellow Jacket Sting	No correction needed
FY12-54	Custodial	Sore Neck	Manager follow up in place
FY12-55	TitanStore	Smashed toe	Training completed
FY12-56	HPEA	Hit in Head by ball	Training in place

FY12-57	Trio-Stem	Poked Finger	No correction needed
FY12-58	ESL	Knee	Room layout evaluation
FY12-59	Custodial	Chest pain	Follow up medical care
FY12-60	KLCC	Trip on stairs	Use handrails
FY12-61	Custodial	Hip and Back	Use equipment for shorter periods
FY12-62	Cont. Ed.	Back	Use wet floor sign
FY12-63	SSS	Yellow Jacket Sting	No correction needed
FY12-64	Food Svc	Wrist	Equipment malfunction

Training & Discussion Items:

LCC safety work order report and summer projects: Mark Richardson

-Question – what is safety related. Can we code megamation with a safety type?

-FMP reviewing what is considered a priority 1

-Dawn Barth- safety inspection- when find something that needs to be done by FMP, you do one work order with all the issues, this is how Dawn trained them

-Barbara Dumbleton- the safety committee should be reviewing the building safety inspections.

-FMP created a Safety Hazard Correction Procedures – see safety committee page

1. DTC new building site posters are being tagged. Joan will talk to Tracy about whether to remove posters or not.

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton Dillon	Still Looking for 2.
Safety training document	Email to committee for discussion at March meeting	April 2012	Dumbleton/Barth	
Outside vendors using our campus without knowledge of safety practices	Provide information at the time of scheduling		Smith will contact Rodger Bates to see where this is.	ON GOING
Unsafe or lack of	List needs to be		Willis	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
handrails on campus stairways	created to prioritize risk		Will be agenda item for May meeting.	
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Richardson	On going
Outlet removed on north side of Center such that people will run cords across walk way.	Ask Len Heflin to submit a work order to have an outlet re-installed.		Dumbleton	SUMMER 2012