

Safety Committee Minutes

April 15, 2015

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

Dawn Marie Barth – Emergency and Risk Management Coordinator

Barbara Dumbleton- Chair. Classified Representative

Elaine Eiler-Mough – Downtown Academic Campus

Kevin Lewis – Faculty Representative, Chemical Hygiene Officer

Marleena Pearson – Health Professions Division

Cathie Reschke – Disability Services

Mark Richardson – Facilities Management and Planning

Marie Sagaberd – Classified Representative

Nancy Schwoerer – Classified Representative

Wendy Simmons – Employee Wellness Coordinator

Todd Smith- Facilities Management and Planning

Jace Smith – Director of Public Safety

1. March minutes approved with minor edits.

2. Announcements

- J. Smith reported that we will be hiring some new part time public safety officers.

3. Action Items

WHAT	WHO	BY WHEN	STATUS
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Summer 2014	This work will be completed by the contractor working on the Center Building project and will not be completed until late October 2015
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, will look into laminate or plastic slide in displays.
Ask county if they will install a crosswalk at Eldon Shafer jogging trail just 30 th Ave light.	Todd		FMP met with HPEA to discuss elimination of crossing at the end of Eldon Shaffer. They will be putting up signs to redirect to a safer crossing further away from the intersection.
Need a process for inspecting equipment brought to campus i.e. food cart	Todd/Mark		Need to insure that used equipment is in safe working order when brought to campus This item should be sent to facilities council.
Possible air quality equipment for campus	Jennifer		Hayward will check with consultant to get recommendations.
Revisit Hazard Communication plan	Jennifer and Todd		Will meet and develop a tentative plan

4. Issues and Concerns

- Sagaberd reported that a propane tank had been left in building 5. Probably from food cart. Working with Mike O'Neil to correct issues.
- General concerns with food area in bldg 5. T. Smith reported that it will be relocating to a better location.
- Dumbleton reported concerns with over occupancy levels in the Boardroom. It is a safety concern, not political or exclusionary. Need to work with Brian Kelly to anticipate meetings that may have high attendance to possibly move the meeting. J. Smith will contact Brian Kelly.
- Sagaberd reported that the pole dividing two doors to get in bldg 5 was left out of door. Which made the building unsecured over the weekend. She was advised to call Public Safety in these situations so they can follow up.

5. ACCIDENT/INCIDENT REPORTS

FY15: 34 SSS. Employee returning from the smoking area fell and broke thumb. Employee felt dizzy. Not sure of cause. Need more info.

FY15: 35 SSS. Employee ran in to a barrier fence and got scratched. Employee was instructed to be more aware of construction zone.

FY15:36 SSS. Employee was cleaning baseboards and aggravated a chronic condition causing back pain. Report states that employee was performing activity as trained. What type of training was provided? Need more info.

FY15:37 MDTA. Employee pulled muscle in hip during demonstration. Needed to warm up a bit more before demonstrating activity.

FY15:38 CA. Twisted knee.

FY15:39 FMP. Employee was using a pallet jack and felt a pull when trying to move it over a gap. Possible hernia. Should have been performed by two people. FMP has procured better equipment to use in this scenario.

FY15:40 FMP. Employee was moving a stage platform system and resulted in low back pain. Hallway was too tight to use the rack and it had to be hand carried. Determined that a sheet rock rack could be used in this case during the construction and tighter quarters.

FY15:41 CIT/BUS Employee injured hand and arm after being hit by a car in the parking lot. Richardson reported traffic engineers looking at area to see if it can be improved.

6. Office Safety Brochure

Nancy Schwoerer

- Would like to develop a 2 sided safety guide to distribute to staff at inservice.
- What would we like it to include
- Barth and Simmons recommended the SAIF site for some great resources
- Eiler-Mough suggested ideas thinking outside the box
- The idea of a safety checklist was liked by many.
- Simmons will send ergonomic info she has to Schwoerer
- Idea was presented to use the employee benefit fair to follow up.

7. Tornado Event

- A small tornado touched down on campus on 4/14/15
- Message was sent over the PA system. Worked well in some areas but not all
- T.Smith has a meeting set up with Convergent on Friday morning to discuss the problems and set some expectations that the system will be operational in the future.
- Voice wasn't as clear as it could have been. May have been too far away from the microphone.
- 6 vehicles were damaged in the incident. An off duty PS officer witnessed the damage.
- C-CERT was activated. Counseling services were on site and FMP had great coordination.
- Take away was that a follow up message to update situation would have been helpful.

NEXT MEETING

Wednesday, April 20th, Building 16, Room 211, 1:00 – 3:00 pm.