

Safety Committee
August 14, 2008
2:10 – 3:00 pm
Building 16, Room 211

Attending:

Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Mary Glenn, HR Representative
Jennifer Hayward, Sustainability Coordinator
Dave Willis, Director of Facilities Management and Planning

Minutes:

1. Review and approve July 2008 meeting minutes

Minutes approved with addition of action item list.

ACTION: Barth to add action item list to July 2008 minutes and resend them to the Committee.

2. Changes or additions to current agenda

Discussion of the Smoking Shelter Locations was removed from the agenda because Hayward noted that the problem she had reported had been handled.

3. Announcements

There were no announcements.

4. Action item list

This wasn't included with the minutes, so the committee didn't review the complete list, however, attendees reported on action items they remembered.

Dumbleton reported that she spoke to Tina Lymath and Brian Kelly about the microwaves in the cafeteria. Brian Kelly let her know that he is working with Energy Analyst, Anna Scott, on finding appropriate commercial microwaves.

Willis wants to standardized microwaves and have dedicated circuits to them. Gamblin said we should choose a commercial microwave and use it in the cafeteria as a test case. Then start working on getting department offices to use them. Willis said we should develop a procedure for microwave use that would include having them always plugged into a GFCI circuit. It should also include having a sticker on the microwave saying what people should do if the circuit trips.

Dumbleton noted that we should have new microwaves in cafeteria by beginning of fall term and they should not be placed in front of air supply or return air grilles. She noted that another issue is that they are not being cleaned and suggested that SSS clean the microwaves.

ACTION: Willis will ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract.

5. Employee issues and concerns

Gamblin noted that he needs building rep training.

ACTION: Barth to schedule and conduct building rep training for new building reps and new Safety Committee members.

6. Accident/Incident Reports

a. *Person splashed with chlorine at sewage treatment plant.* Procedure needs to be put in place for person working in this area need to wear safety glasses. Willis explained some other procedures that need to be put into place. Dumbleton noted that we might need an eyewash in this area.

ACTION: Willis will submit a work order to have new procedures for working in sewage treatment area put into place.

b. *Person who fractured toe on stairs.*

ACTION: Willis will check stairwell to ensure that there are not problems with a step.

c. *Person who strained forearms from lifting tables.* Suggestions provided on incident report were good.

d. *Person who strained lower-back lifting boxes.* Suggestions provided on incident report were good. Faulty pipes were replaced.

e. *Person who got splinter while carrying wood.* Suggestions provided on incident report were good. Employee will start wearing gloves.

f. *Person who got hurt with power saw blade.* Note that this person was a volunteer, not an employee. Safety Committee agreed that volunteers need safety training and procedures need to be set up to ensure the safety of volunteers.

ACTION: Willis will work on the volunteer safety training and procedures.

7. Safety Training Matrix

Participants briefly discussed the safety training matrix. Added lifting safety training. Discussed training to help prevent slips, trips, falls, and repetitive stress injuries.

ACTION: Dumbleton, Hayward, and Willis will meet in early September to work on the second draft of the safety training matrix.

Future Agenda

1. Mpulse training at the October meeting.

ACTION ITEMS

- Barth to add action item list to July 2008 minutes and resend them to the Committee.
- Willis will ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract.
- Barth to schedule and conduct building rep training for new building reps and new Safety Committee members.
- Willis will submit a work order to have new procedures for working in sewage treatment area put into place.
- Willis will check stairwell to ensure that there are not problems with a step.
- Willis will work on the volunteer safety training and procedures.
- Dumbleton, Hayward, and Willis will meet in early September to work on the second draft of the safety training matrix.