

**Safety Committee Minutes**  
**August 20th, 2014**  
**1:00 – 3:00 pm**  
**Building 16, Room 211**

**Attendees:** Barbara Dumbleton, Jace Smith, Todd Smith, Marie Sagaberd, Elaine Eiler-Mough, Jennifer Hayward, Don Hein, Marleena Pearson, Mark Richardson, Heath Pierce

**Minutes:**

**APPROVAL OF MINUTES**

June minutes approved.

**REVIEW OF CURRENT AND FUTURE AGENDAS: CHANGES, ADDITIONS**

No additions to the agenda.

**ANNOUNCEMENTS**

Jace announced the National Pharmaceutical Drug Take Back Day September 27<sup>th</sup> 10am-2pm. Remember they take all meds, including pet meds. So far over 11 hundred pounds of meds have been recovered and potentially saved from wastewater.

Elaine announced the Downtown Campus would be hosting a Flu Shot Clinic by Walgreens early to mid Oct (Oct 12<sup>th</sup>?). Walgreens is willing to bill insurance if you pre-plan by filling out their form.

Elaine also reminded everyone that The Great Oregon Shake Out is coming up, October 16<sup>th</sup>.

**ACTION ITEMS LIST**

**OLD BUSINESS**

<b>WHAT</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>STATUS</b>
Safety Hazard correction sheet needs to be updated.	Todd Smith	?	Todd will make changes and bring updated version to meeting. If HR uses the document when training, it should be reviewed by Meg and dispersed to campus for proper use.
Safety Committee Charter	Barbara Dumbleton	?	Barbara is reviewing other charter examples.
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Summer 2014	Mark said the crew was scheduled to work on the bricks Friday August 22 <sup>nd</sup> .
Need better safety procedures regarding hot dog cart. Need SAIF to review.	?	?	Food Services will have limited food options, and will not be using the cart this summer/fall. Will discuss again if cart is to be used again. Potential food truck could also need SAIF review, if purchase is approved.
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, with college clean up doesn't want paper taped to walls and will look into laminate or plastic slide in displays.

## NEW BUSINESS

WHAT	WHO	BY WHEN	STATUS
Ask county if they will install a crosswalk at Eldon Shafer jogging trail just 30 <sup>th</sup> Ave light.	Russ		No updates in August.
Submit mobile cart training recommendation to Brian Kelly	Committee/Barbara	?	Marleena took Safe College training and reported it is not adequate as the only training for mobile carts, it specifically states college should provide additional training. Public Safety and Facilities training plan should be reviewed to create a recommendation for college training plan.
Stairs to Center building from second floor deck towards Bld 12 have large chunks separated	Todd/Mark		A permanent solution will be part of the center building remodel, but for now stairs need to be swept /power washed to remove loose debris.
Building 1 Student Activity Area - Loose and rippled carpet	Todd/Mark		Determine temp solution for straightening carpet to prevent trip hazard.
Downtown Campus – Central main staircase, loose step secured with duct tape	Todd/Mark		Determine if work order is already in place and schedule repair.

## EMPLOYEE ISSUES AND CONCERNS

Barbara is concerned about the carpets in the Bld 1 student activity area. Carpet is so loose and rippled it has created a tripping hazard. This is due to the older carpets using water based glue that is deactivated by the shampooing, as the student activity area is high traffic with food the carpet requires extra shampooing and has caused the added damage. Temporary fix, facilities will look into having the hazards reduced, and as a long term solution this glue and carpet style are no longer being used and eventually carpet will be replaced. Action item created.

Elaine reported that there is a step on the main central staircase at the Downtown Campus that comes loose and has been duct taped in place for a few weeks. Todd and Mark would look into the issue. Action item created.

Elaine is concerned that the Downtown Campus does not have a clear procedure to handle students and staff in the event that the elevator is out of service. When the elevator was broken, they sent staff home who could not use the stairs to get to the floor they were working on, and due to the timing avoided having the students or staff trapped on the higher floors this time. The campus does not have an Evacutrac. Todd said the Fire Marshall said they prefer not to have an Evacutrac in the stair wells as they could be more of a hazard by blocking egress. Todd will look into additional options, including having an Evalutrac housed out of the way. Eliane will ask Jeanette if there is an established procedure.

Jace reported on the Violent Actor Drill held August 12<sup>th</sup> in Building 2. They discovered a maintenance issue with doors that were not locking correctly, and that has been fixed. We have reached the state mandated number for drills and plan to continue with increased strategic intensity, additional emergency radios are now available for non-public safety (CERT etc), table top exercises with incident commanders, public safety vehicles will be equipped with Oregon State Patrol two way radios for increase speed in communication (previous only one in office), partnership with Health Professions to provide EMT training to officers, and hired new officers who have a few weeks of training.

Marie brought three incidents and reports to the committee; Extremely high temperatures in Building 5, custodial staff being used as construction clean up labor without correct PPE, and lack notification of potential dangerous person on campus to custodial staff. During July 2014 evening temperatures in lobby of building 5 reached over 100 degrees and conditions were too extreme for working. Marie notified her managers and no clear procedure for these situations has been established. It was determine that since this is a long term issue with this building, facilities should establish a proactive plan to identify the potential risk and re-task employees / close building. Heath will no longer use custodial staff for construction clean up, and will provide information to the staff on the proper PPE and what PPE is available to them at all times. Discussion for notification was limited and would be continued at next meeting.

#### ACCIDENT/INCIDENT REPORTS

Instructor tripped on chair leg and fell in classroom. Bld 19 Rm 234 – review furniture arrangement to determine if proper walkways are present.

Person missed step. Bld 10 Stairwell – Determine if strips for step edges are needed to increase visibility.

Person cut themselves sliding chair in library. Library furniture went to surplus, have Mike look for rocker with sharp edges and then repair or remove from inventory.

#### NEXT MEETING

Wednesday, September 17th, Building 16, Room 211, 1:00 – 3:00 pm.

#### COMPLETED BUSINESS (Items to be removed from Agenda)

WHAT	WHO	BY WHEN	STATUS
R-25 Live – add terms and conditions to the reservation system.	Jace		Darcy asked Alen if it could be done and he said yes. Jace is drafting a safety statement to add to R25. - <b>Completed</b>
Need to fix chip in step near building 2.	?	Summer 2014	Hazards should have been fixed; if it has not been repaired more details are required to identify the specific issue. Create a work order. - <b>Completed</b>
Karen will investigate why there is a deadbolt in 16/226 and will ensure that a work order is submitted to FMP to fix this unless there is a really good reason for having this.	Karen	?	This lock was specifically ordered by the department to provide shelter in place location. Department should educate faculty/staff on its location and purpose. - <b>Completed</b>