

Safety Committee

Aug 21, 2013

1:00 – 3:00 pm

Building 16

Attending:

Joan Aschim, - Public Information Officer

Dawn Marie Barth – Emergency and Risk Management Coordinator

Darcy Dillon- Human Resources Manager

Barbara Dumbleton- Classified Representative

Jennifer Hayward – Sustainability Coordinator

Jyoti Naik- Campus Architect

Mark Richardson – Facilities Management and Planning

Marie Sagaberd – Classified Representative

Nancy Schwoerer – Classified Representative

David Willis – Director of Facilities Management and Planning

May and June minutes approved with minor edit to May

Announcements

- Classified Bargaining has a tentative agreement
- Barth needs someone to take minutes at a minimum of November and December meetings while she is on maternity leave.
- Bldg 4 update : Newly designed exhaust system put in.
- 9 public safety officers have completed EMT training and 5 are currently certified. Others will complete certification soon.

Issues and Concerns

- Dillon reported people jumping over the railing in building 3 to get to lower level rather than using stairs. Have tried use of discouragements but nothing working so far.
- Richardson reported that there is a study in process of wood beams around campus checking for failure for improvements.

Accident and Incident Reports

FY13-132	Custodial	Dumpsters	Process resolved
FY13-133	SSS	Finger in ladder	Check equip before use
FY13-134	OSBDCN	Toe	Awareness
FY13-135	SSS	Chair Broken/Head	Check chairs condition
FY 14-1	SSS	Dust in eyes	Suggest PPE training
FY 14-2	FMP	Heat Exhaustion	Training and cooling equip
FY 14-3	PS	Chest pain/SOB	Normal EKG
FY 14-4	CE	Ran into Door	Decal or etching on glass
FY 14-5	SSS	sunburn	Coaching
FY 14-6	Custodial	Shoulder	No specific incident
FY 14-7	Custodial	Hand/finger froze	Situational awareness
FY 14-8	CFE	Cut Knee	Child threw a stick
FY 14-9	Custodial	Shoulder	Situational awareness

Discussion Items

Safety Policy

- Dumbleton – Should we have a more comprehensive policy outlining specific responsibilities?
- Dillon thinks it could be helpful
- Sub-committee will work on this.

Future Agenda Items:

1. Hazard worksheet review
2. IEQ updates
3. Safety in motion- 4 modules
4. Infrastructure concerns
5. Strategic Directions

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	Still Looking for 2.
Outside vendors using our campus without knowledge of safety practices	Provide information at the time of scheduling		Bates will follow up at the Deans Meeting Alen Bahret working on a link of documents. Committee will make recommendation on content Sub-group of Bates, Barth and Smith will work on this.	On-going
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	
Update Safety Charter			Dumbleton	
Emergency Alarm Panel at DCA	Train PS officers in use of system		Barth	
S3 Back strains when helping clients in restroom	Contact S3 Director		Dillon	
Online accident forms	Check with legal council regarding e-signature		Dillon	
Custodial svc violent actor training	Schedule training		Sagaberd	

