

Safety Committee
August 12, 2009
1:00 – 3:00 pm
Building 16, 211

Attending:

Barbara Dumbleton, Classified Representative
Dawn Barth, Emergency and Risk Management Analyst
Rodger Bates, Management Representative
Janice Brew, HR
Dennis Carr, HR
Rodger Gamblin, Classified Representative
Mary Glenn, HR
Dale Knight, SAIF
Robert Thompson, Faculty Representative

Minutes:

1. Review and approve July 2009 meeting minutes

The July 2009 minutes were approved.

2. Review of Current and Future Agendas: changes, additions

- Adding safety to the Lane Community College core values was moved to a future agenda item.
- Moving disposal of hazardous waste to future agenda

3. Announcements

- Barth announced that there is a committee that is actively planning for H1N1 flu prevention. She will be hosting a table at the employee benefit fair that will focus on flu prevention. Fliers have been made for the SOAR students and will be distributed starting next week.
- Barth announced that the LaneAlert test for employees was successful and the first test for students will be conducted on Monday, August 24th.

4. Action Items List

- Updates are reflected in the chart at the end of the minutes.

5. Employee Issues and Concerns

- Bates expressed kudos to Barth for the safety trainings being done for the FMP employees. So far we have had low incident rates.

6. Accident/Incident Reports

09-39: Incomplete form – returned to manager.

09-40: Appropriate counter measures have been taken

09-41 Poor project coordination- project coordinator has been terminated.

7. Letter to committee from Officer Perkins

A letter was sent to the committee from Officer W.D. Perkins expressing some concerns about chemical handling on campus and the response plan for chemical accidents. Many of his questions had been answered directly through and email from Jennifer Hayward, Sustainability as she handles the chemical handling on campus.

- Chlorine gas is no longer used on campus. Any canisters seen are empty and will be removed.
- Hayward will email the inventory of chemicals on campus to the Katherine Vos.
- The safety committee has been discussing the need for departments to keep more up to date copies of MSDS. This is a future agenda item.

- Greg Morgan emailed managers in the departments that use chemicals to inform them to have better records on August 10, 2009.
- The COPPS policy for responding to emergency procedures needs to be updated as there have been changes in job titles through reorganizations the past couple of years.
- Carr agreed that the resources we have are not sufficient for the level of training we would like to have. However, we need to have an annual plan to conduct tabletop exercises to test and review our plans and these will include the public safety officers.
- Barth reported that the committee will be meeting to formalize an annual plan for drills.
- Barth reported that public safety was working on a board that would allow them to track who the emergency manager on duty is and the contact info. But, has not heard where they are in the process.

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Employee splashed with chlorine at sewage treatment plant.	Submit a work order to have new procedures for working in sewage treatment area put into place.	11/12/08	Willis	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.
Safety training requirements are not well understood or documented.	Send safety training matrix to managers and post of safety committee webpage.	8/13/09	Barth	
People ride skateboards and bicycles on inner-campus.	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 1 faculty rep.	October 09	Dumbleton	
Clarification needed regarding when employees need to report presence on campus.	Notice needs to be sent to Lane Weekly to clarify.	3/11/2009	Vos	
Employees are concerned about goose waste from the athletic fields being tracked into buildings and causing a health hazard.	Committee will monitor situation. PE will provide sanitizer and towels to people coming in off the	On going	All	

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	fields.			
Recycling workers may be transporting barrels that are too heavy on hand trucks.	Hayward will discuss these issues with Recycling and work with them on corrections.	8/13/09	Hayward	
Need to know process for adding Safety to the list of Lane's core values.	Barth will talk to Greg Morgan or Tracy Simms.	7/8/09	Barth	
Increase in student worker injuries immediately proceeding the classical cuisine dinners. It seems that the cause is the rushed atmosphere and the desire to get good grade.	Schwoerer will see that safety procedures are reviewed with the students prior to the event to encourage them to use knives safely.	Fall 09 and ongoing	Schwoerer	
People on Science roof when chemistry lab chemicals being vented to roof.	Post signs on the door to the stairs to the roof indicating the need to call Randy Manford in Science before entering roof.	8/13/09	Dumbleton	
People using back alcove at KLCC as a bathroom.	Submit work order to have motion sensor light installed.	8/13/09	Hein	
Employee tripped on stairs and only corrective measure on Accident/Incident report was that employee needs to be more careful. Need more info on the accident/incident report. Were pant legs too long? Was the person in too much of a hurry? Was the person carrying boxes? What was condition of stairs?	Contact Joyce Godels and ask her to provide more info.	8/13/09	Brew	
Employee cut hand when reaching into a tool bucket.	Have tool organizer in/around bucket	8/13/09	Vos	
Employee fell when getting up out of rolling chair.	Survey cubicle. Are there barriers to standing up safely? Is chair designed for tile or carpet? Ask manager	8/13/09	Brew	

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	(Helen Garrett) to remind employee to be deliberate in actions. Don't be in too much of a rush when getting out of a chair.			
Safety Committee wastes paper when reviewing accident/incident reports.	Schedule meetings in a room with an ELMO.	8/13/09	Gamblin will talk to Heflin	
Many departments don't keep MSDS books up to date.	Ask Greg Morgan to send memo to department managers.	8/13/09	Hayward	Sent August 10, 2009