

Safety Committee Meeting

December 6, 2005

3:00 – 5:00 pm

Building 16, Room 211

Attending:

Dan Armstrong, Faculty Representative

Dawn Barth, Health and Safety Project Specialist

Rodger Bates, Management Representative

Susie Cousar, Faculty Representative

Barbara Dumbleton, Classified Representative

Mary Glenn, Human Resources

Jennifer Hayward, Environmental Specialist

Sandy Ing-Wiese, Director of Health and Safety

Mike Ruiz, Director of Facilities Management and Planning

Minutes:

1. Minutes from the November 15, 2005 Meeting

The minutes from the November 15 meeting were approved.

2. Committee Membership

The need for more members was discussed. A member suggested placing a Daily announcement seeking volunteers. Hayward reported that she extended an invitation to Nadine Wilkes. Dumbleton will follow up with Wilkes. Dumbleton will also work on recruiting faculty from Art, Culinary, and/or Advanced Technology. Ruiz will ask Lynn Atkins to be on the Committee. The Committee will notify respective unions once volunteers are found.

3. Web updates

Barth reported that the full website needs to be updated. Members will review the website and provide her with comments by 12/16/05. Her goal is for a phase one update to be done by year's end. She will then seek additional feedback for further updates. Barth is also requesting a GroupWise mailbox for the safety committee for feedback and input.

4. Charter and Policy Statement

New draft of the Charter and Policy Statement were reviewed. Suggested changes were to bring us closer in-line with other similar policies. Members will provide Jennifer with comments via e-mail before the next meeting.

5. Training Protocol

Hayward proposed that committee members participate in 8 hours of training per year. Training can be completed on line through the OSHA website. Members agreed that 8 hours of training per year will be recommended for each Safety Committee member, but not required. Members also agreed that the Safety Committee will have 15-30 minute trainings at the start of each safety committee meeting. The Committee member responsible for coordinating training each month will rotate. Glenn will schedule a training for the January meeting on "Safety Committee Purpose and Operation."

6. Safety Table at the Wellness Fair

Barth reported that the Safety Committee will have a table at the Employee Wellness fair on January 25th. The focus will be on personal preparedness. Barth will contact outside agencies for additional information to supplement information. She will also run a power point on wall with safety information.

Building Safety Inspections

Members discussed a protocol for ensuring that building inspections get done each term. Sandy will give information at Managers Forum regarding importance of completion of inspections.

Members agreed on the following system to support completion of safety inspections. Toward the beginning of each term, Barth will send a reminder to all Building Reps, Managers, and Safety Committee Members to do an inspection.

Barth will send out a second reminder around the middle of the term.

For those departments who don't have inspections completed by the end of the term, Ing-Wiese will notify the manager's VP and the VP will contact the manager about doing the Safety Inspection.

In preparation for the Winter 2006 building safety inspections, Barth will send an e-mail to the Safety Committee asking them to sign up to be helpers for at least two buildings each. Hayward will change the building inspection form to reflect that it be sent to Barth. Hayward will e-mail the updated form to Barth.

Review of the List of Safety Items and Status

Ruiz distributed a list of safety items that have been reported to facilities and their status. Ruiz will add another column to the list for "date ICO submitted." Ruiz will keep "Completed items" on the list for reference. Ruiz will add a column for "priority" and fill in priorities for items as well as he can. Member will further define priorities at the next meeting.

Employee Suggestions and Concerns

Dumbleton reported that an outdoor light on the east side of Science is not timed properly. It is on and off at the wrong times. Dumbleton will contact Energy Analyst, Anna Scott, to see if she can fix the timing.

Bates reported that the lighting on the north outdoor steps on the PE building do not come on at the right times either. These lights are probably connected to a photocell and not to a timer.

Photocell may be placed improperly or something may be wrong with the lights or wiring.

Anderson reported a crumbled top step in a stairway in the south parking lot. The crumbled section is on the right side of the step near the handrail.

Future agenda items

SAIF Training on Safety Committees

Review and approve final draft of charter and policy

Review updated list of safety items and status

Budget Issues (see 9/26/05 minutes)

Safety Reporting System

Next meeting: date, time, room #

Minutes submitted by: Dawn Barth, 1/17/05

Minutes reviewed by: Jennifer Hayward, 1/20/06