

**Safety Committee Meeting**  
**December 5, 2006**  
**3:00 – 5:00**  
**Building 16, Room 211**

**Attendees:**

Dawn Barth, Health and Safety Specialist  
Rodger Bates, Faculty Representative, Health and PE  
Barbara Dumbleton, Classified Representative, Science  
Rodger Gamblin, Classified Representative, IT  
Don Hein, Management Representative, College Operations  
Sandy Ing-Wiese, Director of Health and Safety  
Wendy Simmons, Faculty Representative, Wellness  
Nadine Wilkes, Faculty Representative, Health Clinic

1. Minutes from November 21, 2006 minutes were presented and approved.

Carry over Action Items from 11/21

- McConkey will put out a labeled container for used razor blade collection and e-mail staff to use it and train students.
- Barth will upload the new form to the Safety Committee page
- Ruiz will work on assigning someone from FMP to be the rep for Building 12 (boiler room and Construction Tech/Biodiesel Area)
- Safety Committee will elect a new chair to replace Jennifer (Pending)
- Ruiz will discuss with Grounds the possibility of moving the tiller to a more out-of-the-way location.
- Hayward will get safety glasses and a reminder sign for the gas tank.
- Atkins will look into better lighting for the area where the gas tank is located.
- Atkins will let Glenn know what Florence heating control issue is expected to be resolved.
- Atkins will look at the asphalt side walk leading to the entrance of Workforce Network and Building 19 in which the employee fell.

2. IAQ Visit

- Information regarding where to audit/inspect
  1. Buildings 4 and 5, TERP area, Center building, Downtown Center, Chemical storage areas
  2. Checking for air flow issues, #17 are new rooms clear to use?
- Dumbleton suggests a subcommittee for air quality concerns.

### 3. Smoking Policy

- Simmons reports on a presentation by Laura Hammond
  1. Provides a good argument for strong policy
  2. Contains suggestions for positive enforcement
  3. Have information available for how to quit- quit line
  4. Will be collecting risk data within the next month to see if we are near the county averages.
  5. Keys to success: focus on smoke, not the smoker
  6. Enforcement is still key
  7. Post positive information in smoking areas
  
- Dumbleton suggests posting a message in The Weekly related to stop smoking
- Could post info posters with rip-off tags with a web-link to help info
- Ing-Wiese still thinks that the recommendation should be smoke free campus
- Committee makes the recommendation to ET- ET in charge of implementation
- Dumbleton wants to be certain that it goes through the college process
- Dumbleton and Simmons will complete updates and send on ASAP
- Will include a strong recommendation for a smoke free campus

### 4. Safety Concerns

- Incident in clay bins. Student was hit in head by wood lid while getting clay.
- Barth will contact Art dept to recommend putting hooks on the wall to hold lids.
- Campus directional signs are blocking view of oncoming traffic. ICO has been submitted.
- Plan in place to improve first aid kit compliance
- Ing-Wiese reports that an acute shelter in place plan has been developed and must be implemented at the department level. We don't have the ability to have a campus wide lockdown. We also do not have the ability to communicate campus wide in the moment something is happening.
- Dumbleton expressed concerns regarding the icy day on campus. It appeared that although the facilities workers had been out early, the campus had iced over again by the time people were on campus.
  1. Ing-Wiese suggests committee should send a recommendation regarding the potential need to perform subsequent de-icing.
- Employee Wellness Fair is January 23<sup>rd</sup>. Safety committee suggests promoting individual 72 hour kits.
- Ing-Wiese reminds committee to review the presentation on front desk safety developed by Pam Farmer and provide any feedback/suggestions.

### 5. New Action Items

- Ing-Wiese will find out who the ET contact will be for receiving safety committee recommendations following the retirement of VP Matsen.