

Safety Committee
December 10, 2008
12:30 – 2:30 pm
Building 16 211

Attending:

Lynn Atkins, Trades Coordinator, FMP
Bob Baldwin, Guest, LCCEF President
Dawn Barth, Emergency and Risk Management Analyst
Dennis Carr, Guest, HR Director
Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Mary Glenn, HR Representative
Jennifer Hayward, Sustainability Coordinator
Don Hein, Operations Management Representative
Dale Knight, Guest, SAIF
Wendy Simmons, Faculty Representative
Nadine Wilkes, Faculty Representative
Dave Willis, Director FMP
Katherine Vos, Director Public Safety and Housekeeping

Minutes:

1. Review and approve November 2008 meeting minutes

Minutes approved.

2. Changes or additions to current agenda

No changes.

3. Safety Committee membership update

Dumbleton reported that Len Heflin volunteered to be the committee co-chair. Committee agreed to elect Heflin co-chair. Glenn reported that she will meet with the Management Steering Committee to ask them to appoint an instructional manager to the committee. Gamblin reported that LCCEF appointed Lida Herburger as the committee's 4th classified representative. Dumbleton noted that she has contacted LCCEA President Jim Salt to request appointment of a 4th faculty representative.

4. Announcements

Wilkes announced that she has new first aid kits put together. They will be \$50. The \$50 includes 2 years worth of refills. Once those two years are up, the Health Clinic will charge a smaller fee for refills in subsequent years. A Weekly announcement about the availability of the first aid kits will be published in early January. Dawn will announce availability of kits at the next Managers' Forum training that she does.

Willis announced that he purchased an orchard ladder safety video.

5. Action items list

Updates are reflected on the action item list at the end of the minutes.

Barth noted that it is often difficult to obtain building reps. Knight suggested having the manager be the default rep until a rep is appointed. Safety Committee agreed to make this an official Safety Committee recommendation.

6. Employee Issues and Concerns

Hayward reported that the college archivist, Elizabeth Uhlig, notified her of a concern. Archives is housing 2 boxes of very old film and Uhlig just discovered that it is highly flammable. Hayward asked Uhlig to research procedures for storing and handling the material and said she would bring it up to the Safety Committee. Gamblin noted that he is familiar with how to handle this type of material. He will contact Uhlig to help her with this. Dumbleton also noted that she has room in her fridge in case Uhlig needs to temporarily store the material in there.

Willis reviewed the electrical shutdown that will be taking place on 12/20 & 21/08.

Vos asked about procedures for closing the college due to inclement weather. Carr said that he will be sending out an announcement about this in the next few days.

7. OSHA Compliance

The purpose of this agenda item was to inform the Safety Committee of some OSHA citations that the college recently received. LCCEF President, Bob Baldwin, and Human Resources Director, Dennis Carr, attended the meeting to provide information about the OSHA inspection and citations.

Baldwin reported that the union is concerned about safety in light of cut backs in the number of Public Safety Officers on campus. LCCEF notified management of this concern. The college requested an OSHA consultation. OSHA made recommendations. Two months after the OSHA recommendations had been made, LCCEF felt that the college had not made satisfactory progress on implementing them. At this point, the union submitted grievances and filed an OSHA complaint. OSHA conducted an inspection.

Carr reported the inspection resulted in two violations. The two violations are related to public safety vehicles not being properly equipped for safety. Carr also reported that the college will be responding to the grievances this week.

Vos reported that the college is providing all new vests to officers.

Members discussed “swearing in” our Public Safety Officers so that the work of Public Safety can be done in more of a law enforcement model and then officers could do such things as carry guns and arrest people. Carr said that this would have to be a board decision.

Barth and Carr requested that the union try going through the responsible employee to have things changed before submitting an OSHA complaint.

Willis noted that a future agenda item should be hearing a report from the Facilities Council subcommittee that is working on an emergency action plan. He said that we should also hear from Public Safety on progress that is being made in improving the safety of their work.

8. Accident/Incident reports

Did not have time to review reports during this meeting.

9. Employee Wellness Fair

Barth asked committee members to give her suggestions of things to have at the safety table at the Employee Wellness Fair on 1/28/09.

Future Agenda

1. Safety Training Matrix
2. Having a student representative on the safety committee
3. Review of OR OSHA Safety Committee Rules
4. Safety Committee Training

5. Report from Facilities Council subcommittee that is working on an emergency action plan
6. Report from Public Safety on measures to protect officers

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Ensuring that corrective actions are completed	Update current minutes with old uncompleted action items from before July	1/14/09	Barth	
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned	<ul style="list-style-type: none"> E-mail Greg Morgan this recommendation to remove microwaves from cafeteria and not replace them unless they are commercial grade, placed away from return air intakes, and have a cleaning strategy in place. She will "CC" the Safety Committee. 	11/12/08	Dumbleton	Completed as of 12/10/08
	<ul style="list-style-type: none"> Write a work order to have the microwaves removed from the cafeteria. 	11/12/08	Willis	Willis wrote work order to have recommendations enacted as of 12/10/08
	<ul style="list-style-type: none"> Microwaves to be removed by 1/5/09 if recommendations have not been enacted. 	1/5/09		
	<ul style="list-style-type: none"> Ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract. 	11/12/08	Willis	Completed as of 12/10/08.
Not all building reps & Safety Committee members have training on how to conduct building safety inspections.	Schedule and conduct building rep training for new building reps and new Safety Committee members.	2/11/09	Barth	
Not all buildings currently have building reps	Send e-mail to Managers asking them to appoint building rep for their area and letting them know that the manager is the default building rep when a rep is not appointed.	1/14/09	Barth	
Safety Committee website is out of date	Update website with meeting minutes and an updated building rep list.	1/14/09	Barth	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Employee splashed with chlorine at sewage treatment plant.	<ul style="list-style-type: none"> 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.
Employee fractured toe on stairs (reported in accident/incident reports that were reviewed at August 2008 meeting).	Check stairwell to ensure that there are not problems with a step.	11/12/08	Willis	Completed as of 12/10/08
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures. <ul style="list-style-type: none"> Dennis Carr will let volunteers know that they need to call public safety when they come and go 	11/12/08 1/14/09	Willis Dennis Carr	
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	
Second-hand smoke causes health concerns for some employees.	<ul style="list-style-type: none"> E-mail the draft Smoking Policy Task Force Charter to the full Safety Committee and ask them to review and provide comments. Review the draft Smoking Policy Task Force Charter and provide feedback to Wendy. Have Task Force sponsor (Dennis Carr) review charter. Have public safety officers give warnings to smokers who are outside of designated areas. 	10/17/08 10/31/08 1/14/09 1/14/09	Simmons All Simmons Vos	Completed as of 12/10/08 Completed as of 12/10/08
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

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Lack of exterior lighting during dark early morning hours aggravates trip hazards between bus stop and Center.	E-mail facilitiesoffice@lanecc.edu to report the lack of exterior lighting.	11/12/08	Heflin	Work order written as of 11/12
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership.	• Contact Jim Salt to ask for appointment of 2 faculty reps.	11/12/08	Dumbleton	Emailed as of 11/12.
	• Contact Bob Baldwin to ask for appointment of 1 classified rep.	11/12/08	Gamblin	LCCEF appointed Lida Herburger.
	• Contact OISS to ask for appointment of 1 instructional manager rep.	11/12/08	Glenn	
Many managers and supervisors are still not properly filling out accident/incident forms	Conduct accident/incident reporting training at Manager's Forum.	12/14/08	Barth	
Safety Committee may be out of compliance with OAR 437-001-0765 which states that employer and employee representatives shall conduct quarterly building safety inspections.	Determine whether we have an exception to conduct inspections the way we do. If no, the Committee should develop a plan for how to obtain it.	11/12/08	Barth	Barth left a message with OSHA as of 12/10/08. OSHA has not returned her call yet.
Not all areas have appropriate first aid kits.	Announce at Managers' Forum training that kits are available for sale from the Health Clinic.	1/14/09	Barth	
Highly flammable film is being stored in archives.	Inform Archivist of proper procedures for handling film.	1/14/09	Gamblin	
	Give Barth suggestions for materials/activities/themes to have at the safety table at the employee wellness fair on 1/28/09	1/14/09	All	