

**Safety Committee
December 12, 2012
1:00 – 3:00 pm
Building 16**

Attending:

Joah Aschim – Public Information Officer
Dawn Marie Barth, Emergency and Risk Management Coordinator
Barbara Dumbleton, Classified Representative
Darcy Dillon, Human Resources Manager
Jennifer Hayward – Sustainability Coordinator
Marleena Pearson Health Professions
Mark Richardson – Facilities Management and Planning
Marie Sagaberd – Classified Representative
Jace Smith – Director of Campus Public Safety
David Willis – Director of Facilities Management and Planning

1. October minutes approved

2. Announcements

- Barth reported that the employee wellness fair will be held on January 29th. She will not be able to host a safety committee table as she will be at a conference. Asked for assistance in ideas and volunteers to host the table.
- Dillon reported that building inspectors need to provide a notice as to when they will be performing the inspections. Only need to provide a window of time that inspection could happen.
- Barth will send out email info to inspectors.
- Willis reported that there will be fire alarm testing happening in buildings during the winter break. In addition, a water line needs to be replaced in the center building. The defective pipe has resulted in discolored water. The water has been tested and is not hazardous. No one will be allowed in the building during the replacement unless they have designated an official fire watch employee.
- Smith reported that he has drafted a building use document that is in draft form and will be used at the new Downtown campus. After a trial, we can use it for other campus locations.

3. Issues and Concerns

- Pearson reported there is a beam in building 4 showing cracks. Richardson reported that information has been forwarded to a structural engineer for review.
- Pearson reported some cover plates missing in building 4. Richardson indicated that these are former clock locations and are not live. Covers are not standard sized and need to be fabricated.

4. Accident and Incident Reports

FY12-13:20	Co-op	Water in face	No action needed
FY12-13:21	Cottage Grove	Slip	Possible walk off mat needed.
FY12-13:22	Art	Toe	Wheels re-aligned
FY12-13:23	FMP	Hip	No action needed
Fy 12-13:24	Grounds	Head	Hazard Awareness
FY12-13:25	Custodial Svc	Head	Hazard Awareness
FY12-13:26	Advanced Tech	Shoulder	Store bins in proper location
FY12-13:27	Food Svc	Finger	Hazard Awareness
FY12-13:28	Food Svc	Head	Hazard Awareness
FY12-13:29	Titan Store	Wrist	Monitor equipment regularly

5. Future Agenda Items:

1. Hazard worksheet review and possible re-development
2. IEQ updates
3. HR: SAIF report (February)
4. Safety in Motion – 4 modules
5. Infrastructure concerns
6. Strategic Direction

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	
Building 3 107 outlet boxes are trip hazard	Remove Boxes		Dillon Submitted Work order	Meeting w/ PCA, OSHA Meeting w/ staff 9/8/11
Stools needed for departments	Order Stools		Dillon	