

**Safety Committee Minutes**  
**December 10, 2014**  
**1:00 – 3:00 pm**  
**Building 16, Room 211**

**Attendees:**

Joan Aschim – Public Information Officer  
Dawn Marie Barth – Emergency and Risk Management Coordinator  
Sharon Daniel – Human Resources Representative  
Barbara Dumbleton- Chair. Classified Representative  
Jennifer Hayward – Sustainability Coordinator  
Cathie Reschke – Disability Services  
Russ Pierson – Facilities Management and Planning  
Marie Sagaberd – Classified Representative  
Wendy Simmons – Employee Wellness Coordinator  
Jace Smith – Director of Campus Public Safety  
Todd Smith- Facilities Management and Planning

1. November minutes approved with minor change.

2. Announcements

- Still awaiting contact from OSHA regarding consult for CHO.
- Employee Health Fair will be held on Jan 28 this year. .
- Chief Smith reported that 5 more officers have completed EMT training bringing the total number of trained officers to 9.

3. Action Items

WHAT	WHO	BY WHEN	STATUS
Safety Hazard correction sheet needs to be updated. Barb to email to group	Todd Smith	?	Completed
Safety Committee Charter	Barbara Dumbleton	?	Barbara is reviewing other charter examples.
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Summer 2014	Mark said the crew was scheduled to work on the bricks Friday August 22 <sup>nd</sup> . This has been postponed. Working on replacement for bricks.
Need better safety procedures regarding hot dog cart. Need SAIF to review.	?	?	Food Services will have limited food options, and will not be using the cart this summer/fall. Will discuss again if cart is to be used again. Potential food truck could also need SAIF review, if purchase is approved. Schwoerer will remind manager.
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, will look into laminate or plastic slide in displays.

#### NEW BUSINESS

WHAT	WHO	BY WHEN	STATUS
Ask county if they will install a crosswalk at Eldon Shafer jogging trail just 30 <sup>th</sup> Ave light.	Russ		Lane County called. Need more follow up as this can create traffic flow problems. Update: Will meet with engineer in January
Submit mobile cart training recommendation to Brian Kelly	Committee/Barbara	?	Marleena took Safe College training and reported it is not adequate as the only training for mobile carts, it specifically states college should provide additional training. Public Safety and Facilities training plan should be reviewed to create a recommendation for college training plan.
Stairs to Center building from second floor deck towards Bld 12 have large chunks separated	Todd/Mark		Update: Stairs out of service and will be repaired as part of remodel
Building 1 Student Activity Area - Loose and rippled carpet	Todd/Mark		Determine temp solution for straightening carpet to prevent trip hazard. Has been repaired but ongoing issue.
Need a process for inspecting equipment brought to campus i.e. food cart	Todd/Mark		Need to insure that used equipment is in safe working order when brought to campus.
Evacutrak at DCA	Elaine/Todd		Need to get approval from proper authorities to install an evacutrak at the DCA

#### 4. ACCIDENT/INCIDENT REPORTS

**FY15: 23** Employee "jogging" up stairs on east side of President's office, had both hands full. Employee tripped and fell injuring forehead, and injuring jaw/teeth. Employee was wearing new progressive eyeglasses at time of incident. Dean advised employee to follow appropriate safety protocols; using handrails, not "jogging" upstairs, using elevator when carrying multiple items.

**FY15: 24** Employee sitting in wheeled chair in CEN457 (LLC division work room). Employee shifted weight and chair rolled out from underneath him. Employee was not injured. Countermeasures: Department will move non-wheeled chairs into this work area

**FY 15: 25** Employee walking to parking lot between buildings 18 & 19 on a rainy/foggy day. Employee caught heel of her shoe on a crack in the asphalt. Employee did not fall, but strained ankle and knee. Dean has submitted a work order (110408) to fix the crack in the asphalt. Photos and exact location were submitted in accident report.

#### 5. Golf Cart Training Documents

- Document needs to be routed to other departments on campus that utilize the carts.
- Needs to be updated. Currently lists Health and Safety as the advisory department.
- Maintenance needs to be added to the document. Jace and Todd will work on it.
- Carts need an identifier i.e. FMP 1, PS 1 etc.

#### 6. Blood Borne Pathogen Plan

- Barth reported that the current plan on campus is not adequate and not inclusive of all departments. She and Daniel are working on collecting information and putting together a plan that can be used campus wide. They hope to have an update with completed work for the February meeting.
- Chief Smith commented that the plan needs to include consistent requirements for the training. Current practice involves multiple providers conducting training.

#### 7. Safety Charter

- Dumbleton presented the updated safety charter.
- A suggestion was to add a hyperlink to the OSHA site.
- Once completed, Chief Smith will have someone from his staff upload it to the safety committee site.

#### NEXT MEETING

Wednesday, January 15<sup>th</sup>, Building 16, Room 211, 1:00 – 3:00 pm.

- Bryan Burnette from SAIF will be attending.
- Suggested topics are; reviewing accident/incident reports, communications, qualities of highly functioning safety committees (things he sees at other locations)