

Safety Committee Minutes

December 9, 2015

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

Barbara Dumbleton- Chair. Classified Representative

Jennifer Hayward – Facilities Management and Planning

Wendy Simmons- Wellness Coordinator

Jennie Lynn Scott-Classified Representative

Nancy Schwoerer-Classified Representative

Elaine Eiler-Mough- Classified Representative

Todd Smith – Facilities Management and Planning Director

Kevin Lewis-Faulty Representative, Chemical Hygiene Officer

Don Hines- Management Representative

Cathy Reschke- Center for accessible Resources

Sharon Daniels- HR Representative

Joan Achiem- Public Information Officer

1. Approval of Minutes

Correction to November minutes; New member Mike Sinnis should read Mike Sims

2 Announcements

- Jennifer Hayward announced grants have approved for life safety upgrade in building 19
- Jennifer Hayward and Mark Richardson are going to attend a workshop on classroom safety, how to install safety features so LCC is in compliance.
- FMP and fire marshals will be looking at sprinkler systems, fire extinguishers, egress areas. This is a courtesy walk-thru.

3 Issues and Concerns

- Center building, stairs west side, going down to the basement, need hand rails on both side of stairs. This is a safety issue for people with disabilities. Barbara states this is a OSHA requirement.
- Building 30, inside west stair, step is loose. Has a work order been requested?
- Don from KLCC says it is very hard to find accident report forms from Lane's website. It took numerous steps and lots of time to find correct form. Suggested that the accident report forms links should looked at. Joan, Kyle and Lori are currently looking at how to do that.
- Bridge across to Learning garden area looks to be in bad shape. Is someone going to request facilities to look at bridge? Trails leading to garden are slippery due to rain and mud. Suggest putting up signs to discourage usage of trails.
- Barbara asked committee who is interested in having SAIF hold a safety training, all agreed that it was a good idea.
- Joan suggested contacting Dawn DeWolf to see if managers are interested in safety training also.

- Brian Kelly might be interested in adding safety to “managers retreats”/forums. Dawn Barth suggested that due to the time constraints that the managers pick one safety issue to talk about, might be more effective
- Reminder that Wellness Fair is January 26, Bld. 19, 9 am- 1 pm. Jennie Lynn asked if future fairs been held a bit later into the afternoon, so housekeeping crews have a better opportunity to attend.

4. Action Items

WHAT	WHO	BY WHEN	STATUS
Check/ install handrail on Center west basement stairs	Hayward/ Smith		
Bld 30 inside west stair, step loose, workorder?			
Bridge by learning garden needs repair, workorder needed	Dumbleton		
Safety Training for managers			
S3 safety training			

5. ACCIDENT/INCIDENT REPORTS

- #13- November report, HR spoke to John department manager and he has re-trained injured employee.
- #16- Wendy Simmons did a follow up no further action required.
- #18- HR spoke to injured employee and they acknowledged that they were in a hurry and simply was not paying attention.
- #21- Table leg extending beyond table edge, still to be determined
- #27-Employee who refused to go to LCC medical clinic did have her son pick her up and take her to for off campus evaluation. Committee still feels that employee still should have been seen by the clinic as a precaution.
- #32- HR to talk to S3 manager and will try to schedule training with SAIF
- #33- FMP has placed signs to prevent usage of door while construction is going on.
- #34- Follow up by HR. Possible training to prevent further accidents.
- #35- Employee running to answer phone. No action required
- #36- Shelving unit came down from wall. FMP would like to be notified when installation of books shelves is required.

Next meeting Wednesday January 20, 2016

AUGUST 2015 MONTHLY ACCIDENT REPORT SUMMARY

Safety Log #	Date	Department Name	Department Org	OSHA Log	Accident/Incident	Location	Injury	Countermeasures	Follow up	Completed?
FY15-44	5/14/2015 SSS		285001	2015-7	walking up steps and felt sharp pain in right knee	Stair steps between 10 & 12	right knee strain	None	done	
FY15-50	5/27/2015 Custodial Service		220100		Cleaning men's restroom; pulled toilet paper roll from dispenser, hit right hand pinkie	Upper Building 11	sore; no cuts, bruising, strain or break	Employee was in hurry; will evaluate dispenser	checked in with Heath; cannot change dispensers	
FY15-51	5/1/2015 Custodial Service		220100		employee walking and suddenly fell	Upper Building 5	rug burn, skin pulled from right hand finger	evaluate shoes, evaluate carpeting transition	checked in with Heath	
FY15-53	6/10/2015 FMP-Painting		220400	2015-12	Pulled hose of power washer	KLCC-exterior	hematoma	use appropriate equipment; slow down; was in a hurry to complete due to permit timeline	WC	
FY16-1	7/7/2015 FMP		220010		picked up board dismantling patio	patio between bldg 2 & 4	punctured finger with rusty nail	Assure we have proper sized gloves	Jennifer Hayward	done
FY16-2	5/13/2015 Science		691001		Noxious Smell caused by burnt CFL in a lamp	LCC16/156	Sore throat; headache; bad taste in mouth	All CFLs were removed and replaced	Mark Richardson	done
FY16-3	5/13/2015 Science		691001		Noxious Smell caused by burnt CFL in a lamp	LCC16/156	bad taste in mouth	All CFLs were removed and replaced	Mark Richardson	done
FY16-4	7/14/2015 Early Childhood Education		546100		Child ran into her from behind; fell forward landing on knees and hands	Building 26; Starfish class	skinned knees/pain in hands/arms	Review protocols in classroom; instruct children that running isn't allowed	Sue Norton	done
FY16-5	7/22/2015 SSS		2185001	2015-13	EE was retrieving the recycling bin behind a wooden sign; as she turned around, she walked into the sign	Between buildings 3 and 5	Bloody noses, bruises are nose, eyes and cheeks	Relocate the recycling container	Recycling crew	done
FY16-6	8/6/2015 CML		451100		Washing dishes; felt sharp pain in thumb.	Building 19, Room 114 - Dish bay	strained thumb	Review protocols	Sharon	8/17/2015
FY16-7	7/30/2015 CML		451100		Moving tables; lid covering a hole was pulled off by table leg; employee stepped into it	Learning Garden	Twisted ankle; sore thigh/calf muscle	Need better visual warnings for potential trip hazards	Tim	Done