

**LCC Safety Committee**  
Meeting Notes February 19, 2014  
1:00 – 3:00 PM LCC16/ 211

Attendees: Barbara Dumbleton, Marie Sagaberd, Nancy Schwoerer, Joan Ashim, Sharon Kimble, Jace Smith, Todd Smith, Elaine Eiler-Mough, Darcy Dillon, Wendy Simmons, Karen Louise White.

**REGULAR BUSINESS..... (5 min / 1:05)**

1. Approval of January 2014 meeting minutes : approved except date needs to be changed to 2014
2. Review of Current and Future Agendas: changes, additions: approved
3. Announcements

Jace Smith: Violent actor drill in Building 30 on February 20, 2014, Lane Alert will go out from Joan, cannot limit to just a group of employees

Downtown Academic – problems with PA system, not everyone can hear

**SAFETY..... (40 min. / 1:45)**

Action Items List:

1. Faculty member reps: two now, Sharon Kimble and Wendy Simmons
2. Outside vendors using campus- Science now uses a form when they schedule a room for someone. Per Jace Smith – worked on contract with Greg Morgan, for standardized contract. Brian Kelly is now working on a College-wide initiative in relationship with the budget discussions.

R25 Live – can we add a terms and conditions to the reservation system – Darcy will follow up with Alen Bahret Information might be different for each location

50<sup>th</sup> Anniversary Event – many vendors will be on campus, Joan wants to know what Safety information is available.

Tina Lymath is person who reserves the cafeteria area for vendors

3. Safety Hazard Correction Sheet- needs to be updated – Todd Smith needs to decide if this is accurate and if it will be kept up
4. Safety Committee Charter- Barbara Dumbleton working on
5. S3 back strains – resolved
6. Online incident reports – resolved

7. Bricks outside Building 3 – mats placed as a temporary fix – Todd will look into alternative mats for future
8. Fire Drill – Dawn Barth was to follow up with Ron Cutter, according to Jace, has been followed up on.
9. Health Professions building dangling signs – have been replaced. Per Todd Smith there are others that will be replaced around campus.
10. Scrapper blades – need to look at a better tool. An employee has already been injured. Some employees using a box-cutter type tool. Todd Smith will follow up with Heath Pierce.
11. Employee Training for part-timers – Dillon needs to follow up
12. Dumpster on building 5- 2 white lines were painted so that dumpster would be placed in correct place. Dumpsters are not being placed back in the lines manually. Seems to only be put back every other time. Todd Smith will follow up.

#### Employee issues and concerns

Building 2 – upper level next to building 1 walk way, a mat needs to be placed outside Northwest door, Sharon Kimble will put an order into Megamation and Todd Smith will follow up

Downtown Academic Campus – water coming in under threshold and creates puddles, due to wind, contractor has been notified and threshold gap will be adjusted. Currently mats and signs have been set up.

Building 30 water- over load due to excessive water – Todd reports there are design issues and remediation is being done on the damage.

Building 2 – chip out of step, can't apply until weather is better, there is currently an orange cone in the middle of the steps.

#### Accident/ Incident reports

FY14: 36 – coop ed student off campus

FY14: 37 - burned faced from hot dog cart – Dillon will follow up with manager regarding getting different equipment, having the lighting be supervised and have SAIF review.

FY 14: 38 – slippery hallway outside building 30 – Todd will followup to see if FMP was called.

#### **TRAINING & DISCUSSION ITEMS ..... (40 min / 1:55)**

1. Follow-up: emergency information for faculty, see attachment – this would be put in each classroom

How implement? There are general classrooms that no one is responsible for.

If posted, who pays for it.

Phones – what if nearest phone is not available because it is after hours

Send draft to division dean and have them address with staff and get input. Decide where in room to post. Report back to Safety committee.

Determine a deadline for input on the form. B. Dumbleton – propose move forward to do by end of Winter Term 2014.

Jace Smith will address this issue with Brian Kelly (VP Operations).

Elaine Eiler-Mough: DCA- has a quick emergency guide for each classroom already. Elaine will send out the sample. Todd Smith reports this was a requirement by the City of Eugene.

2. Eye wash stations – per Todd Smith they are being maintained and there is a form that is signed off. B. Dumbleton concerned about Building 38. Todd Smith will look into it.

**TO DO LIST & SET NEXT AGENDA..... (5 min. /2:00)**

**Future Agenda Items**

- 1. IEQ updates
- 2. Safety in Motion
- 3. SAIF report – Dale Knight: March 2014