

**Safety Committee Meeting**  
**February 20, 2007**  
**3:00 – 4:30**  
**Building 16, Room 211**

**Attendees:**

Lynn Atkins, Facilities  
Mary Glenn, Human Resources  
Jennifer Hayward, Facilities  
Sandy Ing-Wiese, Director of Health and Safety  
Wendy Simmons, Faculty Representative, Wellness  
Nadine Wilkes, Faculty Representative, Health Clinic

1. We did not have the minutes from the December, 2006 meeting.
2. We had no formal agenda for this meeting.

**Report from Sandy Ing-Wiese:**

- We're moving forward on the gates, which will be closed from 11 p.m. to 6 a.m. and thus open from 6 a.m. to 11 p.m.
- There will be exceptions to gate closures when we have special events.
- The gates should be installed this summer.
- Attending a Safety Net Meeting, Sandy reported we are as far along as any other community college as far as disaster plans (that's the good news and bad news).

**Report from Wendy Simmons:**

- Greg Morgan responded to our recommendations regarding the LCC Smoking Policy and agreed we should begin working on the recommendations such as posting smoking cessation posters and assessing the designated smoking areas.
- We agreed the task force needs to meet to act on the above.
- Wendy also reported on the ergonomic assessment done in the Fall regarding the dumpsters. Mary Glenn agreed to follow up with Dawn Barth regarding researching options to improve the ergonomics of pushing dumpsters.

**Report from Jennifer Hayward:**

- Jennifer reported that the IAQ employee will be visiting in April.
- She requested the committee think of top priorities for his review and analysis.
- She will pull minutes from the last meeting to look at our suggestions (the minutes are listed below):

“Information regarding where to audit/inspect

1. Buildings 4 and 5, TERP area, Center building, Downtown Center, Chemical storage areas
2. Checking for air flow issues, #17 are new rooms clear to use?”

### 3. Incident Reports:

- 2006: report of a fall, no comment from the committee
- Log 1: Regarding a fall, the employee could have chosen better footwear, checked the surface before walking and used caution. We can't de-ice all areas of campus. Mary will follow up with the supervisor.
- Log 2: Another fall; it's suggested we put Safety tips in the Weekly next Fall in preparation for Winter weather
- Log 3: Knife accident in Food Services. Focus on the task, limit distractions. Observe the knife training. Mary will follow up on the training.

### 4. Safety Concerns

- We need to remind managers they are responsible for their areas and communications regarding safety planning. The college can provide resources to help with this process.
- Lynn would like future discussion regarding bollards. There has been a problem with bollards being taken and locks being broken. Related to this, we would like to discuss the speed of golf carts being driven through campus, namely too fast and in the wrong places.
- Regarding our emergency response, the Health Clinic is having a problem with too many people dialing 911 and not having a watch person when a Health Clinic call is made. It's recommended we retrain people regarding emergency response procedures. Sandy recommended we post medical emergency procedures in all class rooms.