

Safety Committee
February 11, 2009
12:30 – 2:30 pm
Building 16 211

Attending:

Joan Aschim, Management Representative, PIO
Lynn Atkins, Facilities Management and Planning
Dawn Barth, Emergency and Risk Management Analyst
Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Mary Glenn, HR Representative
Len Heflin, Classified Representative
Don Hein, Operations Management Representative
Dale Knight, Guest, SAIF
Robert Thompson, Faculty Representative
Katherine Vos, Director Public Safety and Housekeeping

Minutes:

1. Review and approve January 2009 meeting minutes

Minutes approved.

2. Announcements

- Barth reported that department trainings in AED use are in process
- Vos reported that the electronic gate on the east side of campus is now functional

3. Action items list

Updates are reflected on the action item list at the end of the minutes.

4. Employee Issues and Concerns

What number should staff call to access campus when gates are closed?

- Vos answered 5558
- Officers will have a portable unit that can receive a signal that will allow remote opening of the gate.
- Vos will send an email message to the Weekly clarifying times when employees need to report their presence on campus.

5. Accident/Incident reports

09-01	How does employee know it was done correctly? Do they have lifting training? Knight and Simmons will evaluate.
09-02	Knight and Simmons will evaluate
09-03	Education- slip, trip and fall info needs to be sent to managers.
09-04	Conflicting info- fall over chair or play equipment? Be aware of surroundings.
09-06	Counter measures in place
09-07	Counter measures in place
09-08	Was he coached on delayed reporting?
09-10	Counter measures in place
09-11	Outside agencies have done testing. Remediation is in process. Was a minimal amount of mold. Repairing 3 leaks in the building. Employee was moved to a new office. Follow up testing will be completed in 3-4 days.

6.Training and Discussion Items

- C-CERT – Barth plans to train on building specific issues once the next group has completed the basic training.
- EVACUTRAC – Need to decide where to house it and schedule training in use. Committee recommends housing it on 4th floor of center.
- Evacuation Maps – Vos will talk to Willis about need to complete evacuation maps.
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7.Employee Safety Training Matrix

Deferred to next meeting.

Future Agenda

1. Safety Training Matrix
2. Having a student representative on the safety committee
3. OrOSHA compliance
4. Report from Facilities Council subcommittee that is working on an emergency action plan
5. Report from Public Safety on measures to protect officers
6. Hazard Worksheet review and possible redevelopment
7. Safety Policy
8. Map to track incidents/accidents
9. Evacuation Maps

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned	<ul style="list-style-type: none">• E-mail Greg Morgan this recommendation to remove microwaves from cafeteria and not replace them unless they are commercial grade, placed away from return air intakes, and have a cleaning strategy in place. She will “CC” the Safety Committee.	11/12/08	Dumbleton	Completed as of 12/10/08
	<ul style="list-style-type: none">• Write a work order to have the microwaves removed from the cafeteria.	11/12/08	Willis	Willis wrote work order to have recommendations enacted as of 12/10/08
	<ul style="list-style-type: none">• Microwaves to be removed by 1/5/09 if recommendations have not been enacted.	1/5/09		
	<ul style="list-style-type: none">• Ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract.	11/12/08	Willis	Completed as of 12/10/08.

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Employee splashed with chlorine at sewage treatment plant.	<ul style="list-style-type: none"> Submit a work order to have new procedures for working in sewage treatment area put into place. 	11/12/08	Willis	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures. <ul style="list-style-type: none"> Dennis Carr will let volunteers know that they need to call public safety when they come and go 	11/12/08 1/14/09	Willis Dennis Carr	Completed as of 2/11/2009
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	Draft completed and distributed 1/14/09
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12
Lack of exterior lighting during dark early morning hours aggravates trip hazards between bus stop and Center.	E-mail facilitiesoffice@lanecc.edu to report the lack of exterior lighting.	11/12/08	Heflin	Work order written as of 11/12
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership.	<ul style="list-style-type: none"> Contact Jim Salt to ask for appointment of 2 faculty reps. Contact Bob Baldwin to ask for appointment of 1 classified rep. Contact OISS to ask for appointment of 1 instructional manager rep. 	11/12/08 11/12/08 11/12/08	Dumbleton Gamblin Glenn	Emailed as of 11/12. Rodger Bates
Clarification needed regarding when employees need to report presence on campus	Notice needs to be sent to Lane Weekly to clarify.	3/11/2009	Vos	
Follow up on incident/accident reports.	Knight and Simmons will follow up with employees for clarification	3/11/2009	Simmons Knight	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Follow up on status of emergency evacuation maps for buildings	Vos will check with Willis to see what status of project is	3/11/2009	Vos	