

Safety Committee Minutes

February 15, 2012

1:10- pm

Building 16, Room 211

Attendees

Darcy Dillon, Barbara Dumbleton, Jyoti Naik, Elaine Eiler-Mough, Nancy Schwoerer, Wendy Simmons, Mark Richardson, David Willis.

Minutes

Correction; Wendy Simmons added to the list of committee members in attendance. Approved

Nancy Schwoerer will take minutes for February 2012 meeting.

Announcements:

Barbara announced that Nadine Wilkes has retired from the Safety Committee. She is reducing her work responsibilities. The Safety Committee is actively looking for a replacement, hopefully someone from the health clinic.

Issues and Concerns:

On going challenge of finding a faculty member willing to be on the safety committee. It was suggested that we identify a specific individual and contact them personally.

Dave Willis would like to see someone from the technical trades departments on the safety committee (diesel, automotive, art dept. welding, etc). All these departments deal with safety issues daily and their input would be valuable.

Janet Martin (classified) had asked to be on the safety committee. Committee is required to go through the classified union (Bob Baldwin) to make this appointment.

Barbara has asked that another committee member be available as the facilitator on an as needed basis. She would like to have two other members to call on when she is not available. Barbara also asked that one committee member be a "timekeeper" during the meeting, helping to keep the meeting on track. She would like this to rotate duty as each meeting. Elaine volunteered for the February meeting. Would like to have a list of committee members willing to take notes.

Dave Willis asked that he might review the building inspection forms. Barbara in the past has color coded buildings in reference to whether or not the building has been inspected and its current status. Dawn presented this information at a managers meeting and there was a good response. It was suggested that Dawn present this information again in a future meeting.

Elaine told us about the DTC Safety and Shelter policy and has offered to send that to the safety committee. The hope is that the main campus might be able to use the DTC as a template.

There was an incident where a dog was brought into the Center building dining area. Owner failed to clean up after dog and left before they could be approached. There were questions of are dogs allowed, how does a person get permission to register their dog on campus, can employees actually ask the owner if they are registered, etc. Darcy did find a COPPS policy on line. Because Food Service is typically the department involved when this happens, a copy of the policy will be forwarded on to Mike O'Neal, fs manager and Bev Gregory, fs coordinator.

Accident/Incident Reports:

FY12-47	Head injury	no action needed
FY12-46	Slip on icy walk	facilities will look walkway in question and see if something can be done
FY12-45	Shoulder injury	no action needed
FY12-44	slip on walk	inappropriate footwear no action needed
FY12-43	head injury	no action needed
FY12-42	broken foot	no action needed
FY12-41	forklift incident	no action needed

Training & Discussion Items:

Housekeeping safety training:

20 more people have been trained in First Aid/CPR and Blood-Borne Pathogen training.
Dave Willis has ordered the Safety training video
There has been a competition-best safety activity
These activities have reduce the incident rates on 2nd shift

Work Orders Review:

1. HVAC: chemistry labs – too cold- Mark working with Trane – a programming issue
2. Building 16, main entrance South side – Mark is troubleshooting with vendors, Mark said they will just rewire it at this point.
3. Fall protection – designing, Building 11 got tie-offs installed
4. Sending out RFP for elevator service contract
5. Sending out RFP for access systems
6. Writing RFP for fire alarms and monitoring system

7. Vandalism and graffiti – requests for more service in Building 1 restrooms, Center building, building 5, a little in 16 and in building 1 a lot. Black marks on trashcans and backs of doors.
8. DTC new building site posters are being tagged. Joan will talk to Tracy about whether to remove posters or not.

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Safety training document	Email to committee for discussion at March meeting	April 2012	Dumbleton/Barth	
Outside vendors using our campus without knowledge of safety practices	Provide information at the time of scheduling		Bates will follow up at the Deans Meeting Bates will discuss with Craig Taylor	ON GOING
Unsafe or lack of handrails on campus stairways	List needs to be created to prioritize risk		Willis Will be agenda item for May meeting.	
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	On going
Outlet removed on north side of Center such that people will run cords across walk way.	Ask Len Heflin to submit a work order to have an outlet re-installed.		Dumbleton	SUMMER 2012