

Safety Committee
February 20, 2013
1:00 – 3:00 pm
Building 16

Attending:

Joah Aschim – Public Information Officer
Dawn Marie Barth, Emergency and Risk Management Coordinator
Barbara Dumbleton, Classified Representative
Elain Eiler-Mough – Downtown Academic Campus
Jennifer Hayward – Sustainability Coordinator
Don Hein – Management Representative
Marie Sagaberd – Classified Representative
Nancy Schwoerer – Classified Representative
Wendy Simmons – Employee Wellness Coordinator
David Willis – Director of Facilities Management and Planning

1. January minutes approved

2. Announcements

- Barth reported that a new website is under construction that will be a resource for emergency management and training. The site will be called “SafeLane” We are currently producing videos that will be linked on the site that will train what to do in the event of a lockdown, evacuation and order to seek shelter.

3. Issues and Concerns

- Sagaberd reported that in one of her classrooms, the tables had been moved in such a way as to block the exits from the room. It was a safety hazard.
- Committee recommended sending a reminder to return tables to original position if moved for a class and to ensure exits are not blocked when moved.
- Aschim will write a notice for LaneWeekly and will sign it from Dumbleton.
- FMP has challenges in finding funding for repairs that need to be done for the remainder of the fiscal year but will continue to give priority to safety related items.

4. Accident and Incident Reports

FY12-13:58	S3	Slip/Fall	Follow up. Need work order
FY12-13:59	Public Safety	Chest Pain	History of chest pain
FY12-13:60	Disability Resources	Wrist	Keep spaces clear
FY12-13:61	Social Science	Slip/Fall	Check Boxes. Work order
Fy 12-13:62	Custodial Svc	Knee	Clean the closet
FY12-13:63	Print Shop	Fumes	Discontinued use of product
FY12-13:64	Print Shop	Fumes	Discontinued use of product
FY12-13:65	SAI/SCP	Numb Fingers	Ergo Assessment unknown?
FY12-13:66	Co-Op MWMC	Puncture hand	Was student trained?
FY12-13:67	Financial Aid	Knee	Non slip shoes?
FY12-13:68	Disability Resources	Hand	Water labeled correctly
FY12-13:69	ATD/AMT	Ankle Sprain	Retrained

5. Training

- Dale Knight SAIF Corporation
- Trained on Workman's comp claim history

6. Future Agenda Items:

1. Hazard worksheet review and possible re-development
2. IEQ updates
3. HR: SAIF report (February)
4. Safety in Motion – 4 modules
5. Infrastructure concerns
6. Strategic Direction

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.
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 Alen Bahret working on a link of documents. Committee will make recommendation on content Sub-group of Bates, Barth and Smith will work on this.	On-going
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	
Update Safety Charter			Dumbleton	
Building 3 107 outlet boxes are trip hazard	Remove Boxes		Dillon Submitted Work order	Meeting w/ PCA, OSHA Meeting w/ staff 9/8/11