

Safety Committee Minutes

February 18, 2015

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

Dawn Marie Barth – Emergency and Risk Management Coordinator

Barbara Dumbleton- Chair. Classified Representative

Kevin Lewis – Faculty Representative, Chemical Hygiene Officer

Elaine Eiler-Mough – Downtown Academic Campus

Cathie Reschke – Disability Services

Mark Richardson – Facilities Management and Planning

Marie Sagaberd – Classified Representative

Nancy Schwoerer – Classified Representative

Wendy Simmons – Employee Wellness Coordinator

Todd Smith- Facilities Management and Planning

1. January minutes approved with minor change.

2. Announcements

- Barth gave Kudos to FMP for eliminating a trip hazard from the parking lot. It was a lot of work to remove but much appreciated.
- Sagaberd mentioned a potential issue with an exit sign in building 4. She believes it is in room 254. The sign may need to be removed. Smith will follow up.

3. Action Items

WHAT	WHO	BY WHEN	STATUS
Safety Committee Charter	Barbara Dumbleton	?	Barbara is reviewing other charter examples.
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Summer 2014	This work will be completed by the contractor working on the Center Building project and will not be completed until late October 2015
Need better safety procedures regarding hot dog cart. Need SAIF to review.	?	?	Food Services will have limited food options, and will not be using the cart this summer/fall. Will discuss again if cart is to be used again. Potential food truck could also need SAIF review, if purchase is approved. Schwoerer will remind manager.
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, will look into laminate or plastic slide in displays.

NEW BUSINESS

WHAT	WHO	BY WHEN	STATUS
Ask county if they will	Russ		FMP met with Lane County. They would

install a crosswalk at Eldon Shafer jogging trail just 30 th Ave light.			prefer a different crossing area. They will be meeting with HPEA to discuss next steps.
Submit mobile cart training recommendation to Brian Kelly	Committee/Barbara	?	Jace Smith and Todd Smith are reviewing training plan.
Building 1 Student Activity Area - Loose and rippled carpet	Todd/Mark		Carpet in this area is listed on a replacement plan and will be completed when funds become available.
Need a process for inspecting equipment brought to campus i.e. food cart	Todd/Mark		Need to insure that used equipment is in safe working order when brought to campus.

4. Issues and Concerns

- There has been an increase in dust complaints. Dumbleton asked what current practice is for checking and replacing air filters.
- Todd Smith reported that we have a contract with an outside company that is replacing all filters annually.

5. ACCIDENT/INCIDENT REPORTS

FY15: 29 ABSE. Employee reports air quality issues. Increased sinus congestion. A work order was submitted to replace ceiling tiles and that has been completed.

FY15: 30 Disability Resources. Employee was experiencing pain in finger when using mouse. Employee switched to using touch pad. An ergonomic assessment has been requested.

FY 15: 31 IT. Employee slipped of step near Center Building. Says a small gap in the stairs may have contributed. FMP will follow up to see if repairs needed.

6. Chemical Hygiene Officer

- Dennis Carr, Chief Human Resource Officer, joined our meeting to update on the status of the process.
- We received the report from OrOSHA and there is work to be done.
- Kevin Lewis has accepted the assignment as Chemical Hygiene Officer (CHO)
- Third party consultants have been contracted to test IEQ and flow rates on the hoods.
- Concerns with lead have been resolved as the department as eliminated use of lead.
- Dumbleton commented that the CHO is only for the science division but we still need improvement in our hazard communication plan to support other areas on campus.

7. Safety Charter

- Dumbleton presented updates to the safety charter to the committee
- All approved the charter as is with presented corrections.

NEXT MEETING

Wednesday, March 18th, Building 16, Room 211, 1:00 – 3:00 pm.