

Safety Committee Minutes
February 17, 2016
1:00 – 3:00 pm
Building 16, Room 211

Attendees:

Dawn Barth – Emergency and Risk Management Coordinator
Sharon Daniel- HR Manager
Barbara Dumbleton- Chair. Classified Representative
Elaine Eiler-Mough- Classified Representative
Kevin Lewis-Faulty Representative, Chemical Hygiene Officer
Marleena Pearson – Classified Representative
Mark Richardson – Facilities Management and Planning
Nancy Schwoerer – Classified Representative
Jennie Lynn Scott-Classified Representative
Wendy Simmons- Wellness Coordinator
Jace Smith – Director of Public Safety and Emergency Manager

Guest: Bryan Bennette –SAIF Corporation

1. Approval of Minutes

January minutes approved

2 Announcements

- Barth reported that the AED's have been installed in the Center building. They are on the 2nd and 4th floors located near the West elevator
 - Simmons reported the Wellness Fair was a success and thanked those that helped to make it so.
1. Scott reported that the decorative wood wall in Center has nails sticking out of it that could be a hazard.

3. Action Items

WHAT	WHO	BY WHEN	STATUS
Check/ install handrail on Center west basement stairs	Hayward/ Smith		LCL Looking at solutions due to challenges on the top landing.
Alleyway egress blocked by City construction vehicles	Smith/Richardson		City owns alleyway and trucks have permits. It is suggested that we put up signs asking to not block egress.
Safety Training for managers			Barth suggests managers forums and deans meetings.
S3 safety training	Daniel		Need more processing. Daniel working with Stone. Could be due to more unsupervised responsibility than in the past.

4. Issues and Concerns

- Simmons reported cars and FMP vehicles driving fast in the access route between building 30 and the track. Not safe for pedestrians in the area.
- Smith suggested reporting to PS when it happens.
- Dumbleton reported several days of cigarette smoke being pulled in to the building 16 air system. They suspect someone is smoking near the intake area. Richardson will check with construction crews to see if there is a problem there.

5. ACCIDENT/INCIDENT REPORTS

FEBRUARY 2016 MONTHLY ACCIDENT REPORT SUMMARY

Date: 2/17/16

Safety Log #	Date	Department Name	Dept Org	OSHA Log	Accident/Incident	Location	Injury	Countermeasures	Follow up	Completed?
FY16-39	1/21/16	ALS	505001		Employee seated in a wheeled office chair. He leaned over to reach a waste basket and the chair rolled out from under him, tipping over and causing him to fall to the floor.	Building 11, Room 245 Center Building, 2nd Floor, Student Engagement Center	Hit his head on the computer keyboard extended from beneath the desk	Verified that casters on chairs are appropriate for hard floors; assign Trip/Slip/Fall online Safe Colleges training, Request ergonomic review	Cathy Lindsley	done
FY16-40	1/27/16	CML	451100	2016-1	Employee fell to floor and started to convulse		had a seizure	none needed	Mat Kline	