

Safety Committee Minutes

File Unit: Feb. 15, 2005

Meeting starts time

3pm – 5:00pm

Meeting date

1/17/2005

Attending

Susie Cousar	Ext. 5271
Son LeThi	Ext. 5516
Mike Ruiz	Ext. 5566
Jennifer H	Ext. 5594
Rodger Bates	Ext. 5269
Sandy Ing-Wiese	Ext. 5561
Dan Armstrong	Ext. 5424
Georgia Soto	Ext. 5025

Old business

Summarize discussion of items not resolved during the last meeting

Item 1

Review of Fall 2004 Building Safety Inspection (Handout) Jennifer.

Jennifer and Son Le will work on this information together and will have the final list to the safety committee soon.

- Jennifer will send out a note to building rep to remind them about the Building Safety Inspection procedures
- Son Le will call all building reps and Safety Committee members to see if their reports have been completed and sent to Sandy.
- A letter will be sent from the Safety Committee to the reps. and Dept. Chairs asking that an Inspection of their building needs to be completed by March 15th.

Item 2

Review of Draft Safety Hazard Correction Procedures (draft developed by Safety Subcommittee on 11/29/04)

- Jennifer will update the procedure to include the following changes;
 - Add broken glass under column C
 - Change FACILITIES to FACILITIES OFFICE @lanecc.edu
- **With added changes this these procedures are officially approved for use and managers and building representatives will be trained on the use in Spring.**

Item 3

IEQ Procedures

Safety Committee looked over the IEQ procedures and agreed they were well done.

Item 4

Facilities Council Policies:

Jennifer H (handout)

Safety Committee members will look at the policies and will provide input.

Item 5

Management Training Input:

Sandy and Susie will work on the safety Training for the Managers that will happen this coming Spring 2005. Items to be included are as follows;

- Safety Inspection and Hazard Correction follow-up procedures
- Emergency Telephone Tree (ETT)
- New Employees Safety Orientation
- First Aid Kit (building rep responsibility)
- Evacuation
- MSDS
- Introduce the safety and the ergonomic website to the managers

Marie Matsen, Sandy-Ing Weiss and Jennifer Hayward will present this to Managers

Item 6

Emergency Telephone Tree (ETT)

- Sandy updates the ETT information to the Safety committee. Public safety got positive feedback on the ETT testing that occurred on Feb 9, 2005.
- Evacuation process will be scheduled for Spring Term

Item 7

Follow up Recommendations regarding Icy Hazards:

- Put information to remind staff about the icing weather on the Daily-
- Public Health/Safety-Sandy Ing-Weiss or Son Le will do this when the weather forecast looks frosty to remind staff.
- Mike Ruiz has followed up with Math/Science building rep. about the Parking lot that needs to be de-iced by Facilities during cold weather and a Survey crew is in the process of a plan to fix or replace the stairways and add guardrails from the upper parking lots. This follow-up item is in regards to the safety issues presented at the November Meeting sent from the Science Dept. building Rep. (Barbara Dumbleton) that were presented as a hazard at our November meeting.