

**Safety Committee Meeting**  
**February 28, 2006**  
**3:00 – 5:00 pm**  
**Building 16, Room 211**

**Attending:**

Dan Armstrong, Faculty Representative  
Dawn Barth, Health and Safety Project Specialist  
Susie Cousar, Faculty Representative  
Barbara Dumbleton, Classified Representative  
Mary Glenn, Human Resources  
Don Hein, Management Representative  
Sandy Ing-Wiese, Health and Safety Director  
James McConkey, Classified Representative  
Nadine Wilkes, Faculty Representative

**Observer:**

Karol Rourke,

**Guest:**

Dale Knight, SAIF Corp.

**Minutes:**

**1. Minutes for 12/6 and 1/17 meetings reviewed and approved.**

Recommendation was made to add action items to the minutes to improve follow up in subsequent meetings. Barth will incorporate this into current minutes.

**2. Safety Training- Guest, Dale Knight of SAIF Corp.**

Training titled, "Safety Committees, What Good Are They?" Discussion involved suggestions for improving efficiency of our committee functions. Suggestions included:

- Dating and numbering items to aid in follow up e.g. 2006001.
- Providing impact and resource requirements when submitting recommendations to the administration. This can help get an answer more quickly.
- Importance of making safety a value at LCC rather than a priority.

**3. Recommendation for Full Time Health and Safety Director**

Cousar provided a written draft for committee member review. Draft included rationale for the need to increase this position to full time. Committee thanked Cousar for her work and suggested forwarding recommendation on to administration with minor verbiage changes.

In light of LCC budget crisis, Ing suggested we look at another possible work around with lesser resources. Ing will provide Dumbleton with a list of safety issues that are falling through the cracks to add to our request for resources.

#### **4. Committee Membership**

Dan Armstrong notified the committee that he will be stepping down from the committee due to health concerns. His last meeting will be March 21. Dan will contact Jim Salt, Union president, to encourage the appointment of a replacement. Dan will also ask around for other faculty members who may be interested in taking his place.

Barth reported that Tina Lymath from Student Life and Leadership is interested in serving on the committee as a classified representative. Barth will contact Bob Baldwin from the classified union to confirm.

Wilkes suggested that Wendy Simmons, the Employee Wellness Coordinator, should be included in the committee. She would serve as a management appointed position. There is a great deal of overlap with the committee goals and the Wellness Coordinator job duties and functions. Cousar and Wilkes will follow up with Simmons.

#### **5. Campus Smoking Policy**

Discussion was initiated by a letter sent from student Matthew Woodridge-McLain to Vice President Marie Matsen. Student wrote a complaint against current LCC smoking policy. In light of the fact that the smoking task force is no longer organized, VP Matsen asked the committee to consider the student complaint.

Student was scheduled to attend meeting but did not. Dumbleton provided committee with copies of the Portland Community College smoking policy for comparison.

Suggestions and items for discussion were:

- Need to establish distance from building i.e. no smoking within 20 feet of building entrance or air intake.
- Possibly need to paint a line near area to clearly mark where smoking is allowed
- Need to evaluate current locations to see if the placement is within guideline. Some current smoking areas are near intake areas. There is no current process in place for relocating smoking areas.
- Cousar reported that it is not possible to make LCC a smoke free campus. There are liability issues involved
- Dumbleton suggests that smokers need to be held accountable and have a policy with accountability. There needs to be an enforceable consequence.

Ing suggested forming a sub-committee to look at current practice and evaluate changes that need to be made. Cousar, Dumbleton and Wilkes volunteered to serve on sub-committee and will recruit smokers to assist. Barth will post a request in the Daily asking for campus feedback.

## **6. Policy Statement**

Approval of policy statement was tabled until next meeting. Waiting for Hayward to attend with most recent document.

## **7. OSHA conference at LCC**

Dumbleton reported on conference being held at LCC March 8, 9 and 10. She will be attending all days. Barth and Ing will be attending on March 10<sup>th</sup>. Safety Committee does not have a budget to fund trainings, but would be a great opportunity if other funds are available.

## **8. Review of Safety Items**

No representative from facilities present for discussion. Ing will follow up to ensure that facilities provides a representative for future meetings.

## **9. Suggestions and reports**

- McConkey reports that the performance hall now has proper carpet, handrails and lights.
- Dumbleton reports that light timers are not properly set at east entrance to 16.
- Dumbleton inquired about CHO. Ing will follow up with VP Matsen to see where we are in the process.
- Need better follow up with accident investigations. Glenn needs to be on the agenda for committee to review accidents. Should get accident forms with confidential information blocked out as part of the process.

## **10. New Agenda Items**

Mary Glenn- Accident Incident Review  
Policy Statement voting and approval

### **Action Items**

- Barth- Clarify list for sending recommendations to and expected response time
- Ing- Compile a list of Safety Items falling through the cracks to support request for full time director.
- Barth – Follow up with Kay Malmberg and Jennifer Steele to confirm which will be sitting on the committee.
- Cousar – Will forward letter she composed recommending full time Health Safety director to ET.
- Armstrong – Will notify Jim Salt of his intent to step down from committee due to health concerns and will ask for recommendation for replacement.

- Cousar – Will follow up with Wendy Simmons, Employee Wellness Coordinator, to invite her to participate as part of the committee.
- Barth- Follow up with facilities to see if there are plans for additional smoking shelters.
- Barth- Will post ad in the Daily requesting feedback on Smoking policy
- Smoking sub-committee – will contact Torch and ASLCC for student feedback.
- Barth- Will add Safety Committee Charter to list of available resources on web page.
- Glenn- Will follow up to see if employee safety can be included in items used in annual employee evaluations. Classified employee evaluation process is currently being revised.
- Ing- Will follow up with facilities to ensure we have representation to discuss updates on safety items.
- Ing- Will get CHO information to VP Matsen for follow up.

Next meeting: March 21, 2006, Building 16, Room 211

Minutes submitted by: Dawn Barth, 3/8/06

Reviewed by: Barbara Dumbleton, 3/9/06