

**Safety Committee Meeting**  
**January 15 , 2008**  
**2:00 – 4:00 pm**  
**Building 16, Room 211**

**Attending:**

Lynn Atkins, Facilities Management and Planning  
Dawn Barth, Health and Safety Project Specialist  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Mary Glenn, Human Resources  
Jennifer Hayward, Sustainability Coordinator  
Len Heflin, Classified Representative  
Wendy Simmons, Faculty Representative  
Robert Thompson, Faculty Representative  
Nadine Wilkes, Faculty Representative  
Dave Willis, Director of Facilities Management and Planning

**Guest:**

Dale Knight, SAIF Corp.  
Jennifer Steele, College Operations  
Greg Morgan, AVP Finance/Emergency Director

**Minutes:**

**1. Safety Policy**

Greg Morgan Reported:

- We are currently working on streamlining policies with outlined roles for all groups.
- The safety policy has gone to facilities council for discussion.
- Willis reports that the facilities council feels that safety committee is the root of all safety so decisions should be made in safety committee.
- The safety policy as it is currently written is more of an umbrella policy which includes all.
- We will include safety policy on the safety committee agenda for February.
- Committee members will receive email notes of current policy as written and will send comments to Dumbleton prior to February meeting.

**2. Ice on campus**

Greg Morgan Reported:

- Generally we will not delay opening college due to ice.
- Facilities has a de-icing plan in place when ice is present.
- Campus will close if forecast shows that it will get worse
- Wilkes noted that “ICE” signs were very helpful as she came on campus.
- Thompson wondered if we can put a message on the phone line warning of ice on campus.

- Barth suggested using the Flash.net service to notify students.

### **3.Smoking Policy**

#### **Greg Morgan Reported**

- Morgan recommends going ahead with proposal to move the smoking locations near building 3 and the cafeteria.
- Morgan will work on collecting more information

### **4.Jennifer Steele reports on Risk Management at the college**

- College Operations is working on better optimization and alignment for the risk management structure.
- We have a new insurance carrier for our property and liability insurance.
- The insurance provider will be doing a walk through next week for proactive risk management.
- A committee is proposing potentially having one person, A Risk Manager, who oversees all risk management for the college. The would oversee: Emergency Planning, Environmental Safety, Property and Liability Insurance, OSHA, Code Compliance, Safety Committee and Public Safety.
- Steele asks if the safety committee sees value in having one point person as risk manager?
- Dumbleton wondered if it would be all one position or would there be other functions and how would the position be funded?
- Steele reported that is part of the proposal being developed by the management structure group.
- Wilkes wondered if it would pay for itself by implementing plans, could this result in reduction of premiums?
- Dale Knight, from SAIF, reported that rates are determined by losses/claims, not safety plans.
- When changing to our new liability insurance provider, we were able to save \$80,000 due to our rating.
- Willis would like to see a break down of incidents/claims so that individual departments can work on reducing the numbers.
- Glenn and Knight have developed a matrix for this reporting and this information will be made available to the committee.
- Wilkes stated that it would be helpful to see reports of student incidents in order to look for trends.
- Thompson suggested keeping a map with flags for incidents to see clusters.
- Willis would like to see an electronic map on the safety website.

### **5. Doors being left unlocked**

- Morgan reported that we have had a number of doors being left open on campus. All employees need to do a better job of locking doors when they leave after hours.

### **6. Hiring Committee**

- The hiring committee to replace Sandy Ing-Wiese has been formed and there is representation from the safety committee.

## **7. Organizational Survey- Self Assessment**

- Glenn reports that it will be a joint effort between Human Resources and the Safety Committee.
- How would we like to use this tool?
- HR Director, Dennis Carr, wonders how safety conscious employees are on a day to day basis.
- Knight indicated that the survey helps us to determine whether safety is a priority or a value.
- We need a better reporting process or training matrix for each area.
- Barth offered to conduct a survey of employees at the Wellness Fair and report the findings at the next meeting.

## **8. Smoking Policy**

- Wendy Simmons reported that the smoking task force has checked the designated smoking areas to see if they are located within code.
- Problem areas are: Unsafe shelter outside building 8, Building 6 shelter is located near a window, Building 3 area is near the air intake, Building 12 on the south side is near the door, and Building 8 shelter is too near door.
- Glenn will submit and MPLSE request to move the smoking areas.
- For now, smoking policy will remain as is. It will become the responsibility of the smoking task force, not the safety committee.

## **9. Accident/Incident Forms**

- The laceration injury needs follow up.
- Barth and Knight will be conducting a training on completing the forms at the managers forum.

## **10. Future Agenda Items**

- Update on CERT training
- Outstanding Action Items
- IAQ report
- Dumpster moving- Atkins will get back to Barth to see if they want the ergonomic team to do an assessment.

Next meeting: February 19, 2008 Building 16, Room 211

Minutes submitted by: Dawn Barth, 2/6/08