

Safety Committee
January 18, 2012
1:00 – 3:00 pm
Building 16

Attending:

Joan Aschim, Public Information Officer
Dawn Marie Barth, Emergency and Risk Management Analyst
Darcy Dillon, Human Resources Manager
Barbara Dumbleton, Classified Representative
Elaine Eiler-Mough
Jennifer Hayward, Sustainability Coordinator
Jyoti Naik, Campus Architect
Mark Richardson, Facilities Management
Nancy Schwoerer, Classified Representative
Nadine Wilkes, Faculty Representative
Dave Willis, Facilities Management Director

1. Minutes from November meeting.

Approved

2. Announcements

- Welcome new campus architect, Jyoti Naik.
- Dillon shared that she does not have the resources to call individual supervisors to get more information on accident/incident forms. The forms will be scanned and returned to supervisors but replies may not be timely.
- Willis would like a report of accident/incident trends so training can be tailored.
- Dillon reported that they are currently researching options and collecting info from other schools to determine the best tool to do this.
- Barth requested suggestions for topics for the Employee wellness fair. Suggestions were: Safety to and from work, reflective clothing, animals, slippery walkways, parking lots. Barth will get some demo materials from Norwest Safety and provide examples to employees.

3. Issues and Concerns

- Simmons reported that the walkways between bldgs 4 and 30 are still slippery. Students are having problems when there are heavy rains.
- Richardson has researched some clear covering that will add traction that will be done once the wood is dried out.
- Willis suggested renting a bead blaster to add some traction in the meantime
- Naik stated that we need to get better info in our campus standards to keep this from happening again.

4. Accident and Incident Reports

FY12-33	ALS	Hand Injury	Counter measures in place
FY12-34	Bus/CIT	Finger Injury	FMP will follow up
FY12-35	HKP	Groin Injury	Need to use a cart
FY12-37	HKP	Underarm/Slip	Mop the floor last
FY12-38	Soc Science	Finger	More info needed
FY12-39	Titan Store	Arm	Follow up needed
FY12-41	FMP	Near Miss	Follow Protocol
FY12-42	FMP	Foot	

5. Future Agenda Items:

1. Hazard worksheet review and possible re-development
2. Review FMP safety work orders and prioritize.
3. Developing a culture of safety on campus
4. Ensuring that quarterly building inspections take place.
5. Handrails
6. Map to track incidents/accidents- GIS
7. 801's and Incident/Accident Forms
8. Public safety staffing
9. Brainstorm session
10. Website updates
11. Review of Safety Policy
12. Waste disposal procedure on COPPS
13. Planning , prioritizing safety needs - October

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Safety training document.	Email to committee for discussion at March meeting- Has been emailed. Committee will review.	April	Dumbleton/Barth	
Outside vendors using our campus without knowledge of safety practices	Provide information at the time of scheduling		Bates will follow up at the Deans Meeting Alen Bahret working on a link of documents. Committee will make recommendation on content Sub-group of Bates, Barth and Smith will work on this.	On-going
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	
Update Safety Charter			Dumbleton	
Outlet removed on north side of Center such that people will run cords across walk	Ask Len Heflin to submit a work order to have an outlet re-installed		Summer project.	

Employees experiencing building related symptoms in building 4	Improve exhaust. Have OSHA consultation-		Hayward.	Meeting w/ PCA, OSHA Meeting w/ staff 9/8/11
Need to improve traction on the walkways between 4 and 30	Rent a bead blaster		Willis/Richardson	