

Safety Committee Minutes

January 21, 2015

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

Joan Aschim – Public Information Officer
Dawn Marie Barth – Emergency and Risk Management Coordinator
Sharon Daniel – Human Resources Representative
Barbara Dumbleton- Chair. Classified Representative
Elaine Eiler-Mough – Downtown Academic Campus
Don Hein – Management Representative
Marleena Pearson – Health Professions
Cathie Reschke – Disability Services
Mark Richardson – Facilities Management and Planning
Marie Sagaberd – Classified Representative
Nancy Schwoerer – Classified Representative
Wendy Simmons – Employee Wellness Coordinator
Jace Smith – Director of Campus Public Safety
Todd Smith- Facilities Management and Planning
Karen Louise White – Faculty Representative

Guest: Bryan Burnette – SAIF corporation

1. December minutes approved with minor change.
2. Announcements
 - DCA tabletop exercise for elevator issues. Fire Marshall will be attending their next safety committee meeting.
 - CHO – Meetings are ongoing. OrOSHA consult is next week.
3. Action Items

WHAT	WHO	BY WHEN	STATUS
Safety Committee Charter	Barbara Dumbleton	?	Barbara is reviewing other charter examples.
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Summer 2014	Mark said the crew was scheduled to work on the bricks Friday August 22 nd . This has been postponed. Working on replacement for bricks. <u>This work will be completed by the contractor working on the Center Building project and will not be completed until late October 2015.</u>

WHAT	WHO	BY WHEN	STATUS
Need better safety procedures regarding hot dog cart. Need SAIF to review.	?	?	Food Services will have limited food options, and will not be using the cart this summer/fall. Will discuss again if cart is to be used again. Potential food truck could also need SAIF review, if purchase is approved. Schwoerer will remind manager.
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, will look into laminate or plastic slide in displays.

NEW BUSINESS

WHAT	WHO	BY WHEN	STATUS
Ask county if they will install a crosswalk at Eldon Shafer jogging trail just 30 th Ave light.	Russ		Lane County called. Need more follow up as this can create traffic flow problems. Update: Will meet with engineer in 1-24
Submit mobile cart training recommendation to Brian Kelly	Committee/Ba rbara	?	Marleena took Safe College training and reported it is not adequate as the only training for mobile carts, it specifically states college should provide additional training. Public Safety and Facilities training plan should be reviewed to create a recommendation for college training plan.
Stairs to Center building from second floor deck towards Bld 12 have large chunks separated	Todd/Mark		Update: Stairs out of service and will be repaired as part of remodel. This is old and should be removed.
Building 1 Student Activity Area - Loose and rippled carpet	Todd/Mark		Determine temp solution for straightening carpet to prevent trip hazard. Has been repaired but ongoing issue. <u>Carpet in this area is listed on a replacement plan and will be completed when the funds become available.</u>
Need a process for inspecting equipment brought to campus i.e. food cart	Todd/Mark		Need to insure that used equipment is in safe working order when brought to campus.
Evacutrak at DCA	Elaine/Todd		Need to get approval from proper authorities to install an evacutrak at the DCA

4. Training with Bryan Burnette on Accident and Incident Analysis and effective safety committees.

5. ACCIDENT/INCIDENT REPORTS

FY15: 26 SSS Employee was loading a van. Didn't shut the van door. Backed up the van and hit the garage door. Barth and Richardson will follow up to see if there was structural damage to building.

FY15: 27 Employee bumped head on shelving above work area. Work order was submitted to relocate shelf and office furniture. All has been completed.

FY 15: 28 CoOp student was moving 2X8 planks. Dropped on and broke little finger. Student was advised to take breaks to minimize fatigue and distraction. More follow up is recommended.

NEXT MEETING : Wednesday, February 18th, Building 16, Room 211, 1:00 – 3:00 pm.