

**Safety Committee**  
**January 19, 2011**  
**1:00 – 3:00 pm**  
**Building 16, 211**

**Attending:**

Joan Aschim, Public Information Officer  
Dawn Marie Barth, Emergency and Risk Management Analyst  
Rodger Bates, Management Representative  
Ruth Bichsel, Faculty Representative  
Barbara Dumbleton, Classified Representative  
Elaine Eiler-Mough, Downtown Center  
Angela Fazio, Project Coordinator FMP  
Rodger Gamblin, Classified Representative  
Jennifer Hayward, Sustainability Coordinator  
Don Hein, Management Representative  
Nancy Schwoerer, Classified Representative  
Wendy Simmons, Employee Wellness Coordinator  
Dave Willis, Director of Facilities Management and Planning

**Minutes:**

**Welcome Elaine Eiler-Mough from the Downtown Campus**

**1. Minutes from December meeting.**

Approved with changes

**2. Review of Agenda Items**

Strategic direction discussion will be at the beginning of February meeting.

**3. Announcements**

Barth- Wellness Fair coming up. Will be doing a roll the dice education campaign

Barth- Safety committee website is almost completely up to date

Bates- College received a reimbursement from SAIF due to low claims. Amount of reimbursement was \$59,667. This was the 2<sup>nd</sup> reimbursement in 12 months.

Bates- Potential threatening situation handled well. Student noticed backpack thrown under a bench as student quickly exited. The public safety office handled the situation professionally and well. Turned out to be false alarm. Student was in a hurry to get a snack.

Fazio- Hand held gas meters were purchased and have been used in reported air quality situations.

**4. Accident and Incident Reports**

1. FMP Staple in finger- Educate on proper use.
2. Grounds – Entry light out, fell. Recommend evaluating area before entering. Lights need repaired and provide headlamps for use in low light situations.
3. S3- Slip in unlit stair case. Need to verify which stair case.

**5. Issues and Concerns**

Dumbleton- Workstation concerns from Food Services workers. Simmons replied that a work order has been submitted for this and she will let the employee know.

Bates- The lighting between buildings 4/5 and 30 has been inconsistent. Fazio will check on it.

Bates – Boardwalk between building 4/5 and 30 is slippery when wet. It is getting better than it was. It will get less slippery as it ages. Will ask Dale Knight for consult.

**6. Review of Action Items**

See action item list.

**7. Updating documents**

Web page- in process- All minutes are posted and current. Membership list is in process  
 Safety Charter – Needs to be updated – Dumbleton will take lead  
 Safety Hazard correction procedures – Needs to be updated – Willis and Fazio will take lead  
 Employee Safety Orientation – Dumbleton will send to committee to update and discuss at March meeting.

**8. Downtown Campus Update**

LCL was awarded the contractor bid.  
 Will take ownership of parking lot at end of Feb.  
 Will de-water the pit and put up a perimeter fence  
 Installing cameras on site for surveillance  
 March 4<sup>th</sup> will be groundbreaking  
 Completed building will have a Public Safety office on site.

**9. 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

**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.
Health concerns in Auto Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area. a. People spraying primer in the Auto Body area (not in the spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that	Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.  Installing new system what will function automatically. -Will request that we bring in OSHA to consult when new paint booths are done.	November 2009	Bates/Hayward	Email sent to FMP 1-14-10. Waiting for reply when completed. Bates will resend.  Angela Fazio is working on this.  Dumbleton

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
do not have any respiratory protection. b. People welding not under fume hoods. No special ventilation for the welding.	-Checking air handlers this week. 8-9-10  10-20 update- Measurements are done and Fazio will write a report			sending a memo to follow up.  Awaiting consult with OSHA from Fazio
Concern about safety of hazardous waste disposal procedures.	Draft a hazardous waste disposal procedure for Safety Committee review.	January 2010	Hayward	Reviewed
Safety training document.	Email to committee for discussion at March meeting	March	Dumbleton	
Public Safety Request for Air Filter	Hayward will follow up		Hayward	
Housekeepers need better light	Suggest using headlamps		Fazio will follow up with Vos	
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	
Unsafe or lack of handrails on campus stairways	List needs to be created to prioritize risk		Fazio and Dumbleton will work together.	
Getting trash to trash compactor is difficult for staff	Need to find better solution. Possible motorized cart.		Fazio	
Gas and lighter issue for food service workers using outdoor grill	Buy gas meter to detect gas and possible longer lighter		Fazio and Schwoerer	
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Fazio and Willis	
Update Safety Charter			Dumbleton	
Slipper boardwalk between 4/5 and 30	Consult with SAIF			
Poor lighting between 4/5 and 30	Check timers on lights		Fazio	