

**Safety Committee Meeting**  
**July 18, 2006**  
**3:00 – 5:00 pm**  
**Building 16, Room 211**

**Attending:**

Dawn Barth, Health and Safety Project Specialist  
Rodger Bates, Management Representative  
Barbara Dumbleton, Classified Representative  
Jennifer Hayward, Environmental Specialist  
Sandy Ing-Wiese, Director of Health and Safety  
Mike Ruiz, Director of Facilities Management and Planning

**Guest:**

Karol Rourke

**Minutes:**

**1. Minutes for 6/20/06 meeting were approved.**

Follow up on action items from 6/20/06

- Hayward contacted OrOSHA regarding CHO duties and forwarded a summary of her findings to the committee.
- Pathway to eye wash station in chemical storage building will be cleared 7/20/06.
- Barth emailed list of safety items resulting from safety inspections to Ruiz and Atkins.
- Ing-Wiese has submitted the Mid-to-Long range Health and Safety Plan to Vice President Matsen.

Action items to be carried forward:

- Smoking recommendation has not been submitted and will be held over pending further research.
- McConkey will put out a labeled container for used razor blade collection and e-mail staff to use it and to train students.
- Glenn will contact Duke Vandervort to determine whether there was a problem with the flooring and to let him know that the supervisor of the injured employee needs to fill out the form.
- Glenn will contact Advanced Tech to ask them to reconsider corrective action and to look at moving tools to a better ergonomic location.
- Knight will e-mail Glenn the SAIF version of the Accident/Incident Report Form.
- Glenn will make minor changes to the Accident/Incident Report Form per the meeting discussion and she will e-mail the updated form to Barth.
- Barth will upload the new Accident/Incident report form to the Safety Committee webpage and then submit a Daily announcement letting staff know that the new form is on-line and emphasizing that the supervisor needs to fill out the form.
- Atkins to discuss fixing the Science cabinets with the appropriate trades.

- Hayward will contact Rich Prill in August to see if he can do a IAQ evaluation at LCC.

## **2. Smoking Policy Revision**

- Ing-Wiese suggests that in light of recent information released by the US Surgeon General regarding hazards of 2<sup>nd</sup> hand smoke, the Safety Committee should submit a recommendation to the Executive team proposing that smoking is only allowed in LCC Parking lots.
- This recommendation would be in lieu of previously prepared recommendation.
- Vice President Matsen has indicated that she would be willing to take it to the executive team.
- Many committee members felt that the policy would be more enforceable than current policy.
- Because there is now research to back this, it is a definite health issue and the health clinic will back it as well.
- Barth will research Surgeon General's report and send information to committee members.
- Ing-Wiese and Barth will work on a draft of new policy.
- Ruiz added that he has received reports of current smoking shelter locations being in not favorable locations. Moving them results in great cost and time.
- Policy would not be precedent setting as other Oregon community colleges have similar policies.
- We will review draft of proposal at the next meeting.

## **3. Chemical Hygiene Officer**

- Science department will review information forwarded by Hayward.
- Although the science department CHO duties would not be required to be listed in COPPS, it would be useful in event of inspections.
- MSDS sheet for the full campus are kept in facilities. Although, these are difficult to keep up to date as departments don't always notify facilities of all chemicals used.
- Most departments are reducing the numbers of chemicals used. MSDS's may need to be revised down.
- Hayward and Dumbleton will work together on updating and archiving old MSDS files.

## **4. Employee concerns**

- A fire alarm went off 7/17 and there were problems with the communication process related to the fire alarm.
- Public safety is reviewing the process. Officer Perkins has submitted a proposal to correct the problem.

#### Action Items

- Barth will research Surgeon General report on second hand smoke and send information to committee members.
- Ing-Wiese and Barth will work on a draft of new policy.
- All Safety Committee members to review revised draft of the Employee Emergency Manual and provide comments to Barth.
- Smoking recommendation has not been submitted and will be held over pending further research.
- McConkey will put out a labeled container for used razor blade collection and e-mail staff to use it and to train students.
- Glenn will contact Duke Vandervort to determine whether there was a problem with the flooring and to let him know that the supervisor of the injured employee needs to fill out the form.
- Glenn will contact Advanced Tech to ask them to reconsider corrective action and to look at moving tools to a better ergonomic location.
- Knight will e-mail Glenn the SAIF version of the Accident/Incident Report Form.
- Glenn will make minor changes to the Accident/Incident Report Form per the meeting discussion and she will e-mail the updated form to Barth.
- Barth will upload the new Accident/Incident report form to the Safety Committee webpage and then submit a Daily announcement letting staff know that the new form is on-line and emphasizing that the supervisor needs to fill out the form.
- Atkins to discuss fixing the Science cabinets with the appropriate trades.
- Hayward will contact Rich Prill in August to see if he can do a IAQ evaluation at LCC.

Next meeting: August 15, 2006, Building 16, Room 211

Minutes submitted by: Dawn Barth, 7/19/2006

Reviewed by: Jennifer Hayward