

**Safety Committee**  
**July 8, 2009**  
**1:10 – 3:00 pm**  
**Building 16, 211**

**Attending:**

Barbara Dumbleton, Classified Representative  
Rodger Bates, Management Representative  
Rodger Gamblin, Classified Representative  
Mary Glenn, HR  
Jennifer Hayward, Sustainability Coordinator  
Don Hein, Management Representative  
Dale Knight, SAIF  
Nancy Schwoerer, Classified Representative  
Katherine Vos, Manager, Housekeeping and Public Safety

**Minutes:**

**1. Review and approve June 2009 meeting minutes**

The June 2009 minutes were approved with change to sentence in the Employee Issues and Concerns section to: “Dumbleton will post signs on the door to the stairs indicating the need to call Randy Manford in Science before entering roof.”

**2. Review of Current and Future Agendas: changes, additions**

- Developing culture of safety - future
- Adding safety to the Lane Community College core values was moved to a future agenda item.
- Added discussion about FMP hazcom training to current agenda

**3. Announcements**

Glenn announced that Janis Brew is a new hire in HR who will be taking over Mary Glenn’s role on the Safety Committee. Brew will be attending the Safety Committee meeting with Glenn in August. The August meeting will be Glenn’s last meeting.

Committee discussed safety impacts from the deferred maintenance construction.

- Bates described IEQ impacts from all the construction going on around Building 5. Lots of dust, odors, and noise. It was agreed that impacted departments should continue to report problems to FMP so that DM employees can remember to take proactive measures.
- DM employees driving golf carts recklessly. Schwoerer will ask Dawn Barth to remind DM employees to drive golf carts more slowly.

**4. Action Items List**

- Updates are reflected in the chart at the end of the minutes.
- Discussion about goose situation on athletic fields. It will not be as much of a problem in fall 2010 once turf fields are installed. It will still be a problem during school year 2010. PE will provide towels and sanitizers to students to try to maintain cleanliness for this year. The Safety Committee will monitor the situation.
- Discussion that full 55 gallon metal drums full of paper might be too heavy for Recycling employees to push around buildings. Jennifer will further discuss heavy barrel transport with Recycling.

**5. Employee Issues and Concerns**

Hein reported about people using back alcove at KLCC as a bathroom. Hein said that they are installing a fence. Vos recommended having motion sensor lights installed as a further counter measure.

## 6. Accident/Incident Reports

09-29: Appropriate counter measure taken. Knight suggested safer way to carry boxes down stairs. Vos will train employees on this procedure.

09-30: Gambelin will follow up with Helen Garrett or Darlene Baker and discuss solutions with FMP.

09-31: Ensure lifting retraining has happened.

09-32: Need more info on the accident/incident report. Were pant legs too long? Was the person in too much of a hurry? Was the person carrying boxes? What was condition of stairs?

09-33: Appropriate counter measure taken.

09-34: Knight suggested having tool organizer in/around bucket. Kathy will look into this.

09-35: Appears to be an ongoing health issue not related to work.

09-36: Appropriate counter measure taken.

09-37: Need more info. See if Layne King can survey cubicle to see if barriers to stand up safely. Chair wheels designed for carpet or tile? May need different type of chair. Let Helen know. Remind people to be deliberate in their actions. Don't be in too much of a rush when getting out of a chair.

09-38: Jennifer will follow up with Angela to make sure action was taken. (Smaller pry bar, change in process, use of gloves?)

09-38: [Note: there were two "09-38"s]. Appropriate counter measures taken.

Knight suggested projecting the accident/incident reports so the college does not have to use so much paper printing multiple copies each month. Committee agreed to ask Barth if she can switch meetings to a room with an ELMO so HR only needs to bring 1 copy.

## 7. Department MSDS

Committee reviewed draft letter regarding hazard communication. Minor revisions were suggested.

Hayward will make edits and send the document to Greg Morgan as recommendation from Safety Committee.

### ACTION ITEMS

| Safety Issue                                                        | Corrective Action                                                                               | Due Date | Person Responsible | Completed Date                                                                                                                                                                                          |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee splashed with chlorine at sewage treatment plant.          | Submit a work order to have new procedures for working in sewage treatment area put into place. | 11/12/08 | Willis             | Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed. |
| Safety training requirements are not well understood or documented. | Send safety training matrix to managers and post of safety committee webpage.                   | 8/13/09  | Barth              |                                                                                                                                                                                                         |
| People ride skateboards and bicycles on inner-campus.               | Post signs at campus entrances indicated that skateboarding and bicycle riding are not          | 12/10/08 | Willis             | Work order written as of 11/12                                                                                                                                                                          |

| Safety Issue                                                                                                                                                                 | Corrective Action                                                                                                                                                                                                                                                                    | Due Date            | Person Responsible | Completed Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|----------------|
|                                                                                                                                                                              | aloud on inner campus.                                                                                                                                                                                                                                                               |                     |                    |                |
| Safety committee needs one faculty member.                                                                                                                                   | Contact Jim Salt to ask for appointment of 1 faculty rep.                                                                                                                                                                                                                            | October 09          | Dumbleton          |                |
| Clarification needed regarding when employees need to report presence on campus.                                                                                             | Notice needs to be sent to Lane Weekly to clarify.                                                                                                                                                                                                                                   | 3/11/2009           | Vos                |                |
| Employees are concerned about goose waste from the athletic fields being tracked into buildings and causing a health hazard.                                                 | Committee will monitor situation. PE will provide sanitizer and towels to people coming in off the fields.                                                                                                                                                                           | On going            | All                |                |
| Recycling workers may be transporting barrels that are too heavy on hand trucks.                                                                                             | Hayward will discuss these issues with Recycling and work with them on corrections.                                                                                                                                                                                                  | 8/13/09             | Hayward            |                |
| Floor surface in CML kitchen main hallway is slippery.                                                                                                                       | Glenn will ask Brian Kelly to make a recommendation to the Safety Committee as to how to improve the safety in that hallway. The Safety Committee can then make a recommendation to the college.<br><br>Glenn may ask Dale Knight to evaluate the hallway and make a recommendation. | 6/10/09             | Glenn              |                |
| Need to know process for adding Safety to the list of Lane's core values.                                                                                                    | Barth will talk to Greg Morgan or Tracy Simms.                                                                                                                                                                                                                                       | 7/8/09              | Barth              |                |
| Increase in student worker injuries immediately proceeding the classical cuisine dinners. It seems that the cause is the rushed atmosphere and the desire to get good grade. | Schwoerer will see that safety procedures are reviewed with the students prior to the event to encourage them to use knives safely.                                                                                                                                                  | Fall 09 and ongoing | Schwoerer          |                |
| People on Science roof when chemistry lab chemicals being vented to roof.                                                                                                    | Post signs on the door to the stairs to the roof indicating the need to call Randy Manford in Science before entering roof.                                                                                                                                                          | 8/13/09             | Dumbleton          |                |
| DM employees driving golf                                                                                                                                                    | Ask Dawn Barth to                                                                                                                                                                                                                                                                    | 8/13/09             | Schwoerer          |                |

| Safety Issue                                                                                                                                                                                                                                                                                                | Corrective Action                                                                                                                                                                                                                              | Due Date | Person Responsible | Completed Date |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|----------------|
| carts recklessly.                                                                                                                                                                                                                                                                                           | remind DM employees to drive golf carts more slowly.                                                                                                                                                                                           |          |                    |                |
| People using back alcove at KLCC as a bathroom.                                                                                                                                                                                                                                                             | Submit work order to have motion sensor light installed.                                                                                                                                                                                       | 8/13/09  | Hein               |                |
| People tripping over loose tile in Building 1.                                                                                                                                                                                                                                                              | Check out problem and discuss implementing solutions with FMP.                                                                                                                                                                                 | 8/13/09  | Gamblin            |                |
| Employee strained back while lifting sand bags out of pick up.                                                                                                                                                                                                                                              | Re-training on proper lifting has occurred.                                                                                                                                                                                                    | 8/13/09  | Barth              |                |
| Employee tripped on stairs and only corrective measure on Accident/Incident report was that employee needs to be more careful. Need more info on the accident/incident report. Were pant legs too long? Was the person in too much of a hurry? Was the person carrying boxes? What was condition of stairs? | Contact Joyce Godels and ask her to provide more info.                                                                                                                                                                                         | 8/13/09  | Barth              |                |
| Employee cut hand when reaching into a tool bucket.                                                                                                                                                                                                                                                         | Have tool organizer in/around bucket                                                                                                                                                                                                           | 8/13/09  | Vos                |                |
| Employee fell when getting up out of rolling chair.                                                                                                                                                                                                                                                         | Survey cubicle. Are there barriers to standing up safely? Is chair designed for tile or carpet?<br><br>Ask manager (Helen Garrett) to remind employee to be deliberate in actions. Don't be in too much of a rush when getting out of a chair. | 8/13/09  | Barth              |                |
| Employee cut hand using too big of a pry bar.                                                                                                                                                                                                                                                               | Ask project coordinator if counter measures happened.                                                                                                                                                                                          | 8/13/09  | Hayward            |                |
| Safety Committee wastes paper when reviewing accident/incident reports.                                                                                                                                                                                                                                     | Schedule meetings in a room with an ELMO.                                                                                                                                                                                                      | 8/13/09  | Barth              |                |
| Many departments don't keep MSDS books up to date.                                                                                                                                                                                                                                                          | Ask Greg Morgan to send memo to department managers.                                                                                                                                                                                           | 8/13/09  | Hayward            |                |