

Safety Committee Minutes
June 11, 2014
1:00 – 2:15 pm
Building 16, Room 211

Attendees: Darcy Dillon, Barbara Dumbleton, Elaine Eiler-Mough, Jennifer Hayward, Don Hein, Marleena Pearson, Russ Pierson, Cathie Reschke, Marie Sagaberd, Wendy Simmons, Karen Louise White

Minutes:

APPROVAL OF MINUTES

Minutes approved with correction to the spelling of Cathie Reschke's name.

REVIEW OF CURRENT AND FUTURE AGENDAS: CHANGES, ADDITIONS

A debrief of the Downtown Campus active shooter drill was added to the agenda.

ANNOUNCEMENTS

Wendy announced that the Board will have a second reading of a change to the smoking policy which extends the ban on tobacco products on campus to e-cigarettes.

Russ announced that the CLASS project construction is having a "soft start" this week. He wants to let the Safety Committee know that it will be a big, long project. Russ asked people to call the Facilities Office at ext. 5216 or e-mail facilitiesoffice@lanecc.edu if they need to report a safety issue related to the construction.

ACTION ITEMS LIST

OLD BUSINESS

WHAT	WHO	BY WHEN	STATUS
R-25 Live – add terms and conditions to the reservation system.	Darcy/Jace	?	Darcy asked Alen if it could be done and he said yes. Jace is drafting a safety statement to add to R25.
Safety Hazard correction sheet needs to be updated.	Todd Smith	?	Unknown
Safety Committee Charter	Barbara Dumbleton	?	?
Bricks outside Building 2 – mats placed as a temporary fix – a permanent fix will probably happen this summer	?	Summer 2014	Not done.

WHAT	WHO	BY WHEN	STATUS
Need better safety procedures regarding hot dog cart. Need SAIF to review.	Darcy Dillon	?	?
Place emergency informational cards in classrooms.	Sharon Kimble	?	Informational card is drafted.
Need to fix chip in step near building 2.	?	Summer 2014	?

NEW BUSINESS

WHAT	WHO	BY WHEN	STATUS
Ask county if they will install a crosswalk at light at Eldon Shafer and 30 th Ave. intersection.	Russ	?	
Karen will investigate why there is a deadbolt in 16/226 and will ensure that a work order is submitted to FMP to fix this unless there is a really good reason for having this.	Karen	?	
Submit mobile cart training recommendation to Brian Kelly	Committee/Barbara	?	Committee to submit comments to Barbara. Barbara will finalize and send to Brian Kelly.

EMPLOYEE ISSUES AND CONCERNS

Wendy suggested that we need a cross walk at the light from 30th Ave to Eldon Shafter. There is a running trail that goes across there. Classes use the trail and cross that road frequently. Russ will talk to Lane County about this.

Karen reported that 16/226 has a deadbolt lock. Someone could get locked in the room. Karen will talk to the administrative assistant in her department to see why that is the way it is. If it should be changed, she will have the administrative assistant submit a work order to FMP to have this changed.

Barbara reported that there are big chunks of concrete coming out of the stairway on the east side of Center, north of Building 15. [Should there be an action item recorded here? I didn't hear one stated at the meeting.]

ACCIDENT/INCIDENT REPORTS

Darcy reported that there are no accident/incident reports to review this month. A revised form is currently being reviewed by Peer-to-Peer.

CLASSROOM EMERGENCY INFORMATION

Draft was reviewed and approved by Committee.

RECOMMENDATION FOR MOBILE CART TRAINING

Committee discussed edits to the draft mobile cart training recommendation. Committee agreed that the required training should be specified, not left up to the discretion of each department. Committee made a few other recommendations. Barbara will revise recommendation per committee suggestions. Barbara asked Committee members to send additional comments via e-mail. She will revise and send it to the Committee for a final review before sending the recommendation to Brian Kelly.

DEBRIEF OF ACTIVE SHOOTER DRILLS

Marie reported that the Housekeeping training and drill went well. Marleena reported that the Building 30 training and drill went well too. Finally, Elaine reported that the active shooter drill at Downtown Campus went well.

NEXT MEETING Wednesday in July, 16, Building 16, Room 211, 1:00 – 3:00 pm.