

Safety Committee Meeting
June 12, 2013
1:00 pm – 2:00 pm
Building 16, Room 211

Attendees

Darcy Dillon, HR
Barbara Dumbleton, Classified Representative, Science
Jennifer Hayward, FMP
Jyoti Naik, FMP
Marleena Pearson, Health Professions
Mark Richardson, FMP
Marie Sagaberd, Classified Representative, FMP
Nancy Schwoerer, Classified Representative, Foodservices
Wendy Simmons, Wellness
Jace Smith, Public Safety

Agenda

Approved. Jace requested update on Emergency Response Team, if time.

Approval of meeting minutes

No minutes available to approve.

Announcements

Wendy gave update from Tobacco Free Committee that consensus is to treat electronic cigarettes like regular cigarettes – they will be allowed in designated smoking areas only. Public Safety is currently reviewing this recommendation. Wendy also noted that there is a northwestern state coalition that wants to go completely tobacco free on college and university campuses by 2016.

Jace reported that the Emergency Response Team is planning a campus wide drill that will include a lockdown of all buildings. It will probably happen at a time when most people are not on campus (~6 am). There will be lots of signs letting people know what is going on. It will probably happen in Fall.

Jace explained that when people get hurt or have a medical issue on campus, the best first thing to do is to call ext. 5555.

Jace announced that Safe Lane is also a great new web resource on Lane's webpage.

Action Items List

All action items are in progress or on hold

Employee Issues and Concerns

Nancy reported that tall grass in parking lot is blocking fire hydrant. Mark Richardson will follow up. Barbara reported that there is an exposed fluorescent lamp less than 2 feet above some steps. Mark will follow up on this one too. Marie reported that she is concerned about not having violent actor training. She doesn't know where to go if there is an issue. Jace recommended that Marie ask her supervisor to schedule a training by Public Safety.

Accident/Incident Reports

Darcy reported on a couple of accident forms that the committee had reviewed at the last meeting.

One was a co-op student who was hurt on his job site. What Darcy determined was that the student wasn't following directions. Another report was when a person got hurt when a pole vault pole broke. Darcy followed up with Health and PE division dean on this and he said that they inspect the poles after every use. Committee reviewed most recent month's reports. Darcy will follow up with SSS director to discuss better practices regarding the accident where someone strained their back helping a client in the bathroom.

Web-Based Accident/Incident Forms

Jennifer proposed doing a web based for that automatically populates an excel spreadsheet. Darcy noted that she needs to check with legal counsel on how we can do an electronic signature. Committee generally agreed that it is a good idea. Darcy noted that there are a lot of aspects to the form that would need to be considered. For example, often additional information is attached. Name and phone number need to be "whited out" before info is reviewed by Safety Committee, someone needs to input dept org #, OSHA log #, Safety Log #, etc. Jace noted that the Health Clinic is going paperless. They may have some sort of system that we can use. Next step is for Darcy, Dennis, and Jennifer to meet.

ACTION ITEMS:

1. Darcy will contact SSS Director to discuss better practices to prevent back strains when staff help clients in the restroom.
2. Darcy will check with legal counsel on how to do electronic signature so that we can make accident forms online.
3. Marie to ask the Custodial Services Supervisor to schedule a training for Custodial Services on how to respond to a violent actor – where is the safe room, etc?