

LANE COMMUNITY COLLEGE  
Safety Committee Minutes



<p><b>Meeting date</b> 6/21/05</p>	<p><b>Attending</b> Dan Armstrong, Faculty Representative Rodger Bates, Management Representative Barbara Dumbleton, Classified Representative Jennifer Hayward, Environmental Specialist Don Hein, Management Representative Georgia Soto, Classified Representative Dennis Robinson, SAIF Mike Ruiz, Director of Facilities Management and Planning</p>
<p><b>Meeting time</b> 3:00 – 4:45 pm</p>	<p><b>Absent</b> Susie Cousar, Faculty Representative Mary Glenn, Human Resources Sandy Ing-Wiese, Director of Health and Safety Kay Malmberg, Risk Assessment Analyst James McConkey, Classified Staff Representative W.D Perkins, Classified Staff Representative Vacant, Faculty Representative Vacant, Faculty Representative</p>
<p><b>Old business</b> <i>Summarize discussion of items not resolved during the last meeting</i></p>	<p><b>Item 1 Approval of Minutes:</b> Minutes approved (April and May)</p> <p><b>Item 2 Spring 2005 Safety Inspections:</b> A number of inspections have not been done. Members should send paperwork to Sandy when inspections are completed—for each of the four terms. Jennifer will update safety inspection list to ask people to send copies to her as well. If areas are not occupied on a given term, note to that effect should be sent in lieu of the inspection.</p> <p><b>Item 3 Managers Training:</b> Jennifer announced that she had done training sessions for building reps this past term. Trainings should be repeated once a year.</p> <p><b>Item 4 Safety Hazard Procedure Computer Tracking System:</b> Need for safety reports process to be modified to be effective. Importance of getting a response to identified problems. Computer tracking system needs to be developed. Dennis reminded us of the need to have a clear correction list to comply with OSHA. Someone needs to prioritize the order of problems to be addressed. Online system is the most effective for record keeping but not everyone is using it. Barbara, Mike, Jennifer, and Lynn Atkins will meet next week to discuss tracking system.</p> <p><b>Item 5 Training:</b> Website provided for document that the committee should look at: <a href="http://www.cbs.state.or.us/external/oshapdf/pubs/2341.pdf">www.cbs.state.or.us/external/oshapdf/pubs/2341.pdf</a> (Safety Committees for the Real World.) Members to read this document and we will go over the safety committee evaluation checklist in this document at the next meeting.</p>

<p><b>New Business</b>  <i>Summarize discussion of new items the committee addresses.</i></p>	<p><b>Item 1 Minute Taking:</b> Members agreed that members would take turns typing minutes during the meeting until Public Safety hires a new project specialist to help coordinate Safety Committee business.</p> <p><b>Item 2 Committee Member Review:</b> Recruitment of faculty for the Committee should go through the union (Jim Salt).</p> <p><b>Item 3 New SAIF Loss Control Consultant:</b> New contact person for SAIF: Dale Knight. Dennis Robinson moved to a new position.</p> <p><b>Item 4 Summer 2005 Building Safety Inspections:</b> Summer safety inspections of various areas covered discussed. Jennifer will send an email to remind building reps and committee members to do summer inspections.</p>
<p><b>Employee suggestions and concerns</b>  <i>Summarize discussion of employee suggestions or concerns</i></p>	<p><b>Suggestion/concern 1:</b> Review of safety concerns: air quality in the Downtown Center (especially the third floor). Contact person at the Center: Bob Harrington.</p> <p><b>Suggestion/concern 2:</b> Need to fix signs and replace caution tape in SW parking lot.</p> <p><b>Suggestion/concern 3:</b> Top step of stairs from level two to level one has crumbled on one edge. Staircases in South lot need to be replaced or repaired to bring up to code. Handrails missing on a couple of the staircases.</p> <p><b>Suggestion/concern 4:</b> Air quality problems in the Center Bldg. will be addressed: repair and cleaning of the ducts and air balancing.</p>
<p><b>Other business</b>  <i>Summarize discussion of other safety committee matters</i></p>	<p><b>Item 1</b></p> <p><b>Item 2</b></p> <p><b>Item 3</b></p>
<p><b>Next Meeting</b></p>	<p><b>Date:</b> July 19, 2005  <b>Place:</b> Building 5; Room 206  <b>Time:</b> 3-5 pm</p>