

**Safety Committee Meeting**  
**June 20, 2006**  
**3:00-5:00 pm**  
**Building 16, room 211**

**Attending:**

Lynn Atkins, Management Representative  
Rodger Bates, Management Representative  
Barbara Dumbleton, Classified Representative  
Mary Glenn, Human Resources  
Jennifer Hayward, Environmental Specialist  
Don Hein, Management Representative  
Sandy Ing-Wiese, Health and Safety Director  
James McConkey, Classified Representative  
W.D. Perkins, Classified Representative  
Nadine Wilkes, Faculty Representative

**Guest:**

Dale Knight, SAIF Corp.

**Minutes:**

**1 Minutes for May 16, 2006 were approved**

Follow-up on action items from May 16, 2006 meeting:

- Dumbleton e-mailed list of CHO duties to Hayward.
- Some work has been done in chemical storage building but eyewash still blocked
- Dumbleton prepared recommendation for smoking task force
- Glenn sent accident/incident forms back to supervisors for additional information.

Action items to be carried forward:

- Hayward will contact OR-OSHA regarding CHO duties
- Hayward will send follow-up information to committee
- Hayward will clear path to eye wash station in chemical storage building
- Barth will e-mail list of safety items from recent building inspections to Ruiz and Atkins.
- Barth will e-mail managers a reminder that summer safety inspections need to be completed.

**2. Smoking Policy**

The smoking policy recommendation was reviewed and minor word changes were suggested. There was consensus to send the recommendation to Marie Matsen with the word changes. Dumbleton will send to Matsen.

**3. Accident/Incident Review:**

- 5/15/06: Training needed. McConkey will put a coffee can out and label it for used razor blade collection. He will e-mail Performing Arts staff letting them

- know that waste razor blades should go in this can and asking them to train students about proper blade disposal.
- 5/17/06: Knife cut in culinary: additional training done and new storage protocols implemented.
  - 5/23/06: Trip/fall: shoe change suggested.
  - 5/24/06: Needle stick, co-op student. More information needed
  - 5/25/06: Tripped on carpet: Shoe change recommended, no problems with carpet noted. 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.
  - 6/16/06: Arm injury: need improved action plan, may need ergonomic assessment. Glenn will contact Advanced Tech to ask them to reconsider corrective action and to look at moving tools to a better ergonomic location.

#### **4. Change accident/incident form**

Dale Knight gave an overview of the new accident/incident form and spoke about the importance of identifying the root cause(s) of an accident. The new form clearly outlines and prompts for “system challenges” which may contribute to an accident. Short term and long term corrective actions and being able to document a time frame for accountability were also discussed. Knight will send an electronic copy to Mary Glenn who will edit it and send to Barth to post on the Safety Committee webpage. The committee elected to adopt the new form with modifications. Barth will submit a Daily announcement letting staff know that the new form is on the web and emphasizing that the supervisor of the injured employee must fill out the form.

#### **5. Impacts of budget cuts on safety**

The night dispatch position in Public Safety has been cut. The Public Safety office will have phone dispatch service between 7:00 am- 7:00 pm. After 7:00 pm a dispatch service out of Salem will be used. This dispatch will contact the single officer once an hour. The college is losing most double-officer coverage. Housekeepers will contact their supervisor rather than contact Public Safety directly. There will be less public safety services for students in the evenings. No battery packs will be available. They are looking into having public safety officers carry cell phones on campus. The college is placing some video cameras in parking lots.

#### **6. Review list of safety items and status**

- The safety chains have been replaced on the loading dock. There is need for additional training to assure safety chains are in place.
- Building 1 push button for ADA has been relocated
- Sky bridge tile is mostly replaced
- Science cabinets still need to be fixed.

#### **7. Employee suggestions and concerns**

McConkey- Locks not able to be unlocked on bollard when ambulance needed to get to inner campus. Perkins said he is working on correcting this.

Ing-Wiese- Wants feedback on Mid-Long range Health & Safety Plan. Safety Committee members to provide feedback.

Test of telephone tree revealed need for some changes. E-mail got hung up on server, was not received in timely manner.

Wilkes- Shared information about a conference on Building Air quality she attended.

Atkins- Building reps have started sending in work orders saying that rooms need exit signs in areas where they are not required. Atkins will notify building reps when exit signs are not needed per fire code. He will let the building reps know that they don't need to report these areas in the future.

## **8. Other Business**

Wilkes reported on an Indoor Air Quality Conference that she attended recently, noting that there is an industrial hygienist from WSU, Rich Prill, who gets grant funding to do IAQ evaluations at schools. Hayward will contact Rich Prill in August to see if he would be willing to evaluate Lane.

## **ACTION ITEMS**

- Hayward will contact OR-OSHA regarding CHO duties
- Hayward will send follow-up information to committee
- Hayward will clear path to eye wash station in chemical storage building
- Barth will e-mail list of safety items from recent building inspections to Ruiz and Atkins.
- Barth will e-mail managers a reminder that summer safety inspections need to be completed.
- Dumbleton will e-mail Marie Matsen the Safety Committees Smoking Policy Recommendation.
- 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.
- All Safety Committee members to review and provide comments on the Mid-to-Long-Range Health and Safety Plan.
- Hayward will contact Rich Prill in August to see if he can do a IAQ evaluation at LCC.

Minutes Submitted by: Barbara Dumbleton 7/17/06