

**Safety Committee**  
**June 10, 2009**  
**12:30 – 2:30 pm**  
**Building 16 211**

**Attending:**

Barbara Dumbleton, Classified Representative  
Dawn Barth, Emergency and Risk Management Analyst  
Rodger Bates, Management Representative  
Rodger Gamblin, Classified Representative  
Jennifer Hayward, Sustainability Coordinator  
Don Hein, Management Representative  
Nancy Schwoerer, Classified Representative  
Nadine Wilkes, Faculty Representative

**Minutes:**

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

- The May 2009 minutes were approved.

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

- Adding safety to the Lane Community College core values was added to a future agenda item.

**3. Announcements**

- Barth reported that the second session of campus CERT training is completed. This brings a total of 40 employees that are trained. The current group of trainees was honored by regional CERT coordinator Geoff Simmons as “the best team he has seen go through the mock disaster.”

**4. Action Items List**

- Updates are reflected in the chart at the end of the minutes

**5. Employee Issues and Concerns**

- Dumbleton reported that chemistry instructors have concerns regarding roof work being done without prior notification. The concern is that the chemicals venting through the roof vents may be a health hazard to the workers.
  - Dumbleton will post signs on the door to the stairs indicating the need to call a science department staff person before entering roof.
  - Barth will relay the information to the FMP staff in safety training.

Wilkes reported an increase in student worker injuries immediately preceding 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.

**6. Accident/Incident Reports**

09-23 Follow up. Did find source?

09-24: Appropriate counter measure taken.

09-25: Add padding or replace. Nadine will follow up.

09-26: Appropriate counter measure taken.

09-27: Fill out more completely

09-28: Follow up with lifting training-if it hurts, should have stopped

### 7. Proposed meeting time

It was proposed that the committee meet the 2<sup>nd</sup> Wednesday of each month from 1:00-3:00. Dumbleton will send an email asking for feedback and let Barth know of result.

### 8. Department MSDS updates

Hayward reported that many departments are up to date but many more are not. Departments that need to have updated information:

Advanced Technology, Media Arts, Printing and Graphics, Theater Arts, FMP, Info Tech  
We need to have paper copies of MSDS on hand because in an emergency we may not have the time or equipment access the information on line.

Hayward will draft a recommendation and then ask Greg Morgan to send it to the impacted managers.

### 9. Threat Assessment Advisory Committee Report

Barth had limited information. The committee has met and plans to meet in the near future to get more detailed plans.

### ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned.	<ul style="list-style-type: none"><li>Microwaves will be removed at the end of term.</li></ul>	6/10/09	Schwoerer	
Employee splashed with chlorine at sewage treatment plant.	<ul style="list-style-type: none"><li>Submit a work order to have new procedures for working in sewage treatment area put into place.</li></ul>	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.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	Hayward to finalize
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12
	<ul style="list-style-type: none"><li></li></ul>			

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
Safety committee needs one faculty member	Contact Jim Salt to ask for appointment of 1 faculty rep	7/8/09	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	
Follow up on incident/accident reports.	Knight and Simmons will follow up with employees for clarification	3/11/2009	Simmons Knight	
Employees are concerned about goose waste from the athletic fields being tracked into buildings and causing a health hazard.	Vos and Wilkes will pursue options and make a recommendation.	5/13/09	Vos Wilkes	
Recycling workers may be transporting barrels that are too heavy on hand trucks and may not be wearing gloves and safety glasses while handling can & bottle recycling.	Hayward will discuss these issues with Recycling and work with them on corrections.	6/10/09	Hayward	
Floor surface in CML kitchen main hallway is slippery.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Glenn may ask Dale Knight to evaluate the hallway and make a recommendation.</li> </ul>	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	