

**Safety Committee**  
**June 9, 2010**  
**1:00 – 3:00 pm**  
**Building 16, 211**

**Attending:**

Joan Aschim, Public Information Officer  
Rodger Bates, Management Representative  
Ruth Bichsel, Faculty Representative  
Janis Brew, Human Resources  
Barbara Dumbleton, Classified Representative  
Angela Fazio, Facilities Management and Planning  
Jennifer Hayward, Sustainability Coordinator  
Nancy Schwoerer, Classified Representative  
Wendy Simmons, Wellness Coordinator  
Katherine Vos, Public Safety and Housekeeping  
Nadine Wilkes, Faculty Representative  
David Willis, Facilities Management and Planning  
Megan, HR Intern

**Minutes:**

**1. Minutes from May meeting.**

Approved

- Bates asked about incident command related to the Building 11 flash fire. Vos explained that the first officer on the scene is the incident commander and that the public safety officers have training in the regard.

**2. Review of Current and Future Agenda items:**

- Addition-Center building evacuation debrief.

**3. Announcements**

- Hayward announced that the building 4 IEQ OSHA inspection was closed with no findings and no citation.
- Schwoerer stated that a forest product company was blowing mulch around building 19. Bark dust was being blown into the building. Janice suggested that FMP should shut down outside air intake before dust is blown in through ventilation system.
- Willis will follow up with grounds to ask them to coordinate on these kinds of things with HVAC.
- Wilkes said that trucks idle on the east side of building 18 and diesel gets in the building.
- Wilkes will email Jennifer to request an IEQ investigation to check air balancing and record carbon monoxide levels.
- Willis distributed a list of safety work orders. Two months ago there were 130, beginning of this month only 80 so we are doing better.
- Willis noted that facilities council is considering a space assignment policy that would involve heaving a space assignment committee on which they would want a safety committee representative. He will let the safety committee know if the policy is adopted and ask if we can appoint a member.
- Hayward announced that the art department will no longer be using the chemical that was involved in the flash fire.
- Dumbleton asked safety committee members if we could change meeting days. Members tentatively agreed to change from the 2<sup>nd</sup> to 3<sup>rd</sup> Wednesday of the month

#### **4. Accident Incident Reports**

- Employee had reaction to cleaning wipes. Will no longer use wipes and will use safe cleaner provided by housekeeping.
- Employee had reaction to exposure to unlabeled container of solvent. FMP properly disposed of solvent, retrained employees to not handle unlabeled containers and notified the manager in charge of that product that containers need to be labeled.
- Employee leaned forward and roller chair went back from underneath person. Person sustained injury. Brew is meeting with employee to review desk set up to see how it can be improved to prevent this from occurring in the future.
- Employee experienced reaction to IEQ in building 4. Building currently undergoing remodel to include replacement of HVAC system and associated duct work.
- Employee got poison oak after clearing brush. Employees need to be careful to avoid exposure. Employee was provided PPE and instructions to avoid poison oak.
- Employee sustained back strain while working in a crawl space. Employee instructed to not work alone to prevent trying to move too much by his/herself
- Co-op student working in hospital slipped on liquid on floor and injured knee. Brew working with co-op ed instructors to create a job analysis form for each type of job to review potential hazards and best practices.
- Employee fell on stairs in Forum 308 and broke leg. It was noted that a yellow strip or something should be placed on steps so steps are easier to see.
- Employee fell down stairs on south side of building 12 down to boiler room. Willis said FMP will look into lighting issue right away.

#### **5. Employee issues and Concerns**

- Bichsel reported that students are getting up onto the center building roof. It was noted that maintenance people might be forgetting to lock that access.
- Vos reported that FMP has been notified and maintenance staff have been instructed to be more careful about ensuring access is locked. Housekeeping and Public safety have been asked to make rounds to check to make sure it is locked.
- Bichsel reported a concern about a very friendly raccoon around building 18. Schwoerer noted that raccoons were getting into compost around center. Compost containers have had lids put on them. Hopefully, this will eliminate food source.
- Bichsel reported increased incidents of non-therapy dogs off leash on campus. Willis noted that there is a policy that animals must be on leash.

#### **6. Future Agenda Items**

1. Hazard worksheet review and possible re-development
2. Review FMP safety work orders and prioritize.
3. Developing a culture of safety on campus
4. Ensuring that quarterly building inspections take place.
5. Handrails
6. Map to track incidents/accidents- GIS
7. 801's and Incident/Accident Forms
8. Public safety staffing
9. Brainstorm session
10. Website updates

## ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety training requirements are not well understood or documented.	Send safety training matrix to managers and post of safety committee webpage.	8/13/09	Barth	
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 1. Ruth Bicschel joined committee
People using back alcove at KLCC as a bathroom.	Submit work order to have motion sensor light installed.	8/13/09	Hein	Fence in process of being installed.
<p>Health concerns in Auto Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area.</p> <p>a. People spraying primer in the Auto Body area (not in the spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that do not have any respiratory protection.</p> <p>b. People welding not under fume hoods. No special ventilation for the welding.</p>	<p>Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.</p> <p>Installing new system what will function automatically. -Will request that we bring in OSHA to consult when new paint booths are done.</p>	November 2009	Bates/Hayward	<p>Email sent to FMP 1-14-10. Waiting for reply when completed. Bates will resend.</p> <p>Angela Fazio is working on this.</p>
Concern about safety of hazardous waste disposal procedures.	Draft a hazardous waste disposal procedure for Safety Committee review.	January 2010	Hayward	
New employee safety training needed.	Review Pam Farmers new employee training document	May	Barth and Brew	
Lighting between 16 and 13 is poor.	Willis will complete work order.		Willis	Lighting has been added
Swallows nesting in 5	Contact Belfore to relocate		Willis	