

LCC Safety Committee

Meeting Notes, June 13, 2012

1:00-3:00 PM LCC 16/211

Regular Business

Attendees; Barbara Dumbleton, Nancy Schwoerer, Darcy Dillon, Elaine Eiler-Mmough, Wendy Simmons, Marie Sagaberd, Don Hine

New classified member is Marie Sagaberd who is replacing Roger Gamblin.

1. Approval of May 2012 meeting minutes.
2. Discussion about accident report forms available in every department on campus. There is no link from the safety committee web page to HR, so a accident report form could be downloaded. Darcy will see if a link can be created.

Annoucements- none

Action Items

Darcy has tried to contact Jim Salt to see if he wants to ask a faculty member to sit on the safety committee; NO response from Jim.

On the accident report form, which is filled out by a supervisor or department manager, need to add work order form. In box #9 on the accident form need to add a sentence to state what type of countermeasure is required.

Accident Reports

Child care-Question, what the 2x4 lumber was being used for, need additional information.

Downtown Center-Odor in one room, nothing had been determine yet as to the cause.

Building4- egress access; table is blocking fire exit. Wendy will ask Cheryl, division head, to let instructors know not to block exits.

Additional discussions

Wendy asked if the safety committee wants to do something for fall in service.

Key less entry problems. A new contractor has been hired and they are working on the backorders and trying to resolve problems with doors not unlocking.