

LCC Safety Committee
Meeting Notes March 19, 2014
1:00 – 3:00 PM LCC16/ 211

Attendees: Barbara Dumbleton, Marie Sagaberd, Nancy Schwoerer, Joan Aschim, Sharon Kimble, Jace Smith, Elaine Eiler-Mough, Darcy Dillon, Wendy Simmons, Mark Richardson. Special guests from SAIF, Dale Knight and Brian Burnett.

REGULAR BUSINESS

1. Approval of February 2014 meeting minutes: approved with the exception noted that Karen Louise White is also a faculty representative on the committee.
2. Review of Current and Future Agendas: changes, additions: approved

Announcements

Cathy Reschke is the newest member of the Safety Committee, she represents Disability Resources. Not in attendance today.

Jace Smith reported that the violent actor drill held last month was very successful. A contact from the veterans group on campus did ask that there be more advance notice when these drills are scheduled.

Public Safety will conduct a crime prevention class with the dental clinic staff next month. The business beneath the new dental clinic at 2460 Willamette had a burglary break in and this class will let staff know what they should do to help prevent crime.

Dale Knight from SAIF is retiring and Brian Burnett is Lane's new SAIF representative. Dennis Carr, HR director, stopped by to thank Dale for his many years of service to Lane and spoke of how fortunate Lane has been having Dale as our representative. We wish Dale the best for the future.

April 26 is the National Pharmaceutical Drug Take Back Day event. Anyone can drop off prescription drugs that need to be disposed of. The event will be held outside building 19 and in front of the Downtown Campus. It will be posted in the Lane Weekly and on Lane's Facebook and Twitter pages.

Action Items List:

1. R25 Live – Question was, can we add terms and conditions to the reservation system – Darcy has spoken to Alen Bahret about adding information to the website and yes it can be done. Jace has offered to collect and develop a draft of safety/ general information that might be added to the reservation request. Jace asked anyone to email him suggestions as to what information they think should be included. Jace will talk to Brian Kelly and ask for his input.
2. Safety Hazard Correction Sheet- needs to be updated – Todd Smith needs to decide if this is accurate and if it will be kept up. On going.
3. Safety Committee Charter- Barbara Dumbleton working on

4. Bricks outside Building 2 – mats placed as a temporary fix – On going, a permanent fix will probably happen this summer.
5. Darcy will work with Brian from SAIF and Mike O’Neal, manager in food service, concerning safety procedures/training around the hot dog cart. Primarily concerns on lighting the gas BBQ grill; there have been numerous burns to workers. SAIF will also look at the loading dock area, outside the main kitchen, the area is often damp and greasy.
6. Placing of emergency informational cards in classrooms is on going. Sharon Kimble will work with FMP and Jace from Public Safety about specific information she feels is needed.
7. Building 2 – chip out of step, can’t apply until weather is better, there is currently an orange cone in the middle of the steps; summer project.
8. Eye wash stations – per Todd Smith they are being maintained and there is a form that is signed off. B. Dumbleton concerned about Building 38. Todd Smith will look into it.

Employee issues and concerns

Elaine asked who is responsible for filing incident reports. There was a medical emergency at the Downtown Building and there was a lot of confusion as to who is the responsible for submitting the report. Darcy tells us that managers are responsible regards of where their staff is working. Main point is that the report gets filed within the specified time frame; within 24 hours if someone is hospitalized as in this case. This applies to Fridays, not to wait until Monday morning to file the report.

Accident/ Incident reports

FY14:14 Smoke in building 12. PS officer went to health clinic for smoke inhalation. No respiratory equipment used, but is available. More training for officers on how and when to use equipment.

FY14:20 FS worker slipped in freezer. Need to keep floor area free of boxes. No further action required.

FY14:41 FS cook had grease pop from grill when working with chicken, hit him in the face. Kitchen staff do not wear or have access to safety goggles when working in the kitchen. Nancy will speak with FS manager about purchasing safety goggles.

FY14:42 Math department, shelf unit collapsed. No one in the room at the time. Need to educate staff as to how many pounds a shelf can hold and have staff ask FMP to install shelves.

FY14:43 Custodian slipped on back dock area outside FS . SAIF and FMP will take a look at area and see if there are ways to make the area less prone to moisture and grease spills.

FY14:44 CAHM , cut on finger. No action required

FY14:43 General services moving tables. Recommend that two people move tables to avoid future strains. On going training from FMP.