

Safety Committee Meeting
March 18, 2008
2:00 – 4:00 pm
Building 16, Room 211

Attending:

Dawn Marie Barth, Health and Safety Specialist
Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Jennifer Hayward, Sustainability Coordinator
Len Heflin, Classified Representative
Wendy Simmons, Faculty Representative
Robert Thompson, Faculty Representative
Nadine Wilkes, Faculty Representative
David Willis, Director of Facilities Management and Planning

Guest:

Dale Knight, SAIF corporation

Minutes:

1. February Minutes

- Approved with minor change

2. Insurance Walk Through

- New property and liability insurance provider conducted a campus walk through. Barth and Willis participated in the walk through. A written report with recommendations was provided and Barth and Willis are working on getting those taken care of.
- Most recommendations had to do with stabilizing shelving and equipment.
- One other area of concern had to do with the use of non-commercial grade appliances throughout campus.
- Barth suggests phasing in a campus wide policy prohibiting the use of appliances in personal office areas. They should be used only in break room/common rooms. Announcement needs to come from administration.

3. Review of Action Items

- Need to address the use and purchase of electronic appliances. We are waiting for written response following campus tour from our new liability insurance carrier - Done
- Barth will send Willis name of building 12 safety rep. – Done. Amy Bennett
- Barth will contact insurance representative about the written report. - Done
- Glenn will arrange a training at Managers forum on proper completion of accident/incident form: In progress, should be presented at March 2008 meeting. (carry over to May managers forum)
- Simmons will work with Dale Knight to develop an ergonomic training for building Reps: Done but information to be added to employee safety page - Done

- Barth will follow up with Knight to coordinate the evaluation of the dumpster process: In progress – Atkins and Willis are restructuring the process.
- All committee members need to look at current safety committee website and give suggestions for items to move to an employee safety page: Should this be an agenda item? - Future agenda item.
- Hayward will make suggestions for Incident response procedure created as a result of the water leak and send to the committee: This part was done, but the procedures have been expanded to include more than water. Agenda item for March meeting? – Future Agenda Item.
- Atkins will check on cracks in sidewalk in front of Wildish and check for our liability – Carry over
- Wilkes will follow up with Food Services are to see if we can get a safety rep. and to see if safety committee can help to decrease the incidents in that area – Carry over.
- Simmons will work with Frank to get smoking signs done - Done

4. Employee Concerns

- Stairway on campus without handrails Courtyard south of building 5 up to Bristow Square and then up to building 6.
 - Willis will do workorders.
- Microwaves in Center building food area are right in front of air flow areas. They are also dirty and hazardous.
- A workstudy student has been changing light bulbs on campus. He left a broken bulb in one of the classrooms.
 - Willis will talk to employee about procedure for removing bulbs.
- We have about 80 work orders for light bulb replacement. We are in the hiring process to hire another electrician but we are doing the best we can in the meantime.
- Due to severe food allergies, should food services be posting ingredients of their dishes?

5. Accident/Incident Reports

- Most reports were from one incident on campus. The result is a change in policy. In future, we will use proper machinery to move heavy equipment.
- Near misses are not being reported.
- Some employees are afraid of losing their job if they report incidents.
- College should set up a safe place to report an injury or near miss – possibly the health clinic.
- Would be nice if the health clinic had 2nd shift one or two days a week for those employees who work the later shift.

6. Smoking Task Force

- Simmons reporting.
- About 2200 surveys have been completed using ExpressLane. Approximately 500 employees and 1700 students. Still collecting data.

- Concerns with temporary smoking shelter at building 8. It was supposed to be moved. Those using the shelter have indicated they were told it would be made a permanent shelter. The shelter as is, is a safety issue and needs to be removed.
- Need to put up signs indicating it is not a smoking area.
- Could put up maps indicating the designated areas.
- Dumbleton suggests notifying smokers that their actions may result in further restrictions.

7. Safety Bond Projects

- Dave Willis distributed a list of proposed bond safety projects.
- Committee members should review list and send suggestions and additions to Willis.

8. Safety Policy

- Are we missing a mental health piece?
- Barth and Debby Ganser have been working together to get this included in current policy.
- Hayward and Dumbleton will make some changes to safety policy and then send it out to the committee. Committee will read and comment if necessary.

9. New and Carry Over Action Items

- Glenn will arrange a training at Managers forum on proper completion of accident/incident form: In progress, should be presented at March 2008 meeting. (carry over to May managers forum)
- All committee members need to look at current safety committee website and give suggestions for items to move to an employee safety page: Should this be an agenda item? - Future agenda item.
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- Atkins will check on cracks in sidewalk in front of Wildish and check for our liability – Carry over
- Wilkes will follow up with Food Services are to see if we can get a safety rep. and to see if safety committee can help to decrease the incidents in that area – Carry over.
- Willis will do work orders for stairs without handrails on campus
- Microwaves in Center building food area are right in front of air flow areas. They are also dirty and hazardous. (who is doing something about this?)
- Willis will talk to employee about procedure for removing bulbs.
- Due to severe food allergies, should food services be posting ingredients of their dishes?
- Hayward and Dumbleton will make some changes to safety policy and then send it out to the committee. Committee will read and comment if necessary.

Next meeting: April 15, 2008 2:00-4:00 Building 16, Room 211