

Safety Committee Meeting
March 21, 2006
3:00 – 5:00 pm
Building 16, Room 211

Attending:

Dan Armstrong, Faculty Representative
Dawn Barth, Health and Safety Project Specialist
Rodger Bates, Management Representative
Barbara Dumbleton, Classified Representative
Mary Glenn, Human Resources
Jennifer Hayward, Environmental Specialist
Sandy Ing-Wiese, Health and Safety Director
Tina Lymath, Classified Representative
James McConkey, Classified Representative
W.D. Perkins, Classified Representative
Mike Ruiz, Directory of Facilities Management and Planning
Wendy Simmons, Faculty Representative
Nadine Wilkes, Faculty Representative

Guest:

Dale Knight, SAIF Corp.

Minutes:

1. Minutes for 2/21/06 meeting were approved.

Follow up on action items from 02/21/06

- Ing-Wiese clarified that recommendations from Committee are to be sent to Vice President of Operations. Response time will be within month.
- Ing-Wiese emailed list of safety items falling through cracks to committee 2/22.
- Barth confirmed that Jennifer Steele would be replacing Kay Malmberg on committee.
- Cousar forwarded the letter to Vice President Matsen recommending the Health and Safety director be converted to full time position.
- Armstrong notified Jim Salt of his intent to step down from committee due to health concerns.
- Wendy Simmons was contacted and agreed to sit as part of the committee.
- Barth posted ad in The Daily requesting feedback on campus smoking policy.
- Smoking sub-committee met.

2. Membership

Hayward opened discussion of current committee membership. With the addition of Tina Lymath, the classified employees are fully represented. With Armstrong's need to step down, faculty is lacking 2 representatives. If Jim Salt approves, Wendy Simmons will fill one of those vacancies. Barth will contact Jim Salt to ask for approval of Wendy Simmons and to encourage him to assign another representative.

3. Discussion on Building Safety Inspection Process

Barth brought copies of the revised Safety inspection forms. There are now forms designed to be used in office/classroom setting and a different form to be use for shops. This should streamline the process by eliminating the irrelevant topics. The new forms were approved for use with minor changes in verbiage

After reviewing the timelines listed on the Safety Hazard Correction Procedure, Ruiz indicated that the timelines for corrections are realistic as listed on the form.

With recent changes to Safety Committee membership, volunteers were needed to serve as contact resources for the Building representatives. All holes were filled. Barth will update spreadsheet and make available to building reps. There are still nine vacant building rep positions. Dumbleton or Hayward will e-mail relevant managers asking them to appoint reps.

Barth and Hayward are planning to conduct 2 training sessions for building representatives. These will be held April 25, from 10-12 and April 26 from 2-4 in the boardroom. All committee members are invited to attend.

4. Status of CHO (Chemical Hygiene Officer)

Ing-Wiese discussed topic with VP Matsen. Matsen asked to table the discussion to late April after budget cuts are announced.

5. Accident Incident Reports

After review of accident and incident reports, the following suggestions were made;

- Barth suggested a hospital mirror for building 19 near the CIT area to eliminate the blind corner.
- Wilkes believes improvements are needed to the Center building loading dock. Suggested improvements are rails and reflective pain.
- Committee will recommend striping and rails.
- Ruiz suggested evaluation of all loading docks for similar problems.
- Hayward indicated that follow up is needed to promote safer driving habits when driving the golf carts and Cushmans.
- Knight indicated that OSHA has indicated that training is required.
- Perkins questioned whether the use of lights is required.
- A system is needed to identify who is authorized to drive.
- Speed limit should be established. Carts should not be driven any faster than the pace of a fast walk.

6. Review of Safety Items- Status and Concerns

- Moss needs to be cleaned from front steps of building 1. Students have reported slipping.
- Barth reported that an emergency exit sign in building 19 is completely blocked by a blue information sign.

- Barth reported that curb outside of the south entrance to building 1 needs to be painted yellow. This was previously discussed in a meeting.
- Barth reported that the automatic door open button at the south entrance of building 1 still needs to be moved. Ruiz indicated that he thought it was going to be taken care of by the bond as this was their project.
- Lymath expressed concerns with staircases outside of buildings 18 and 19. They are very steep and narrow. Ruiz reports that the steps were built to code at the time.
- Ruiz reported that he is ordering 2 evacutacks for Center. It has not yet been determined where they will be stored or who will be responsible for helping those that need to use them.

7. Report of OSHA conference at LCC

Dumbleton reported on conference held at LCC March 8, 9 and 10. Said it was valuable conference and would like to share information in future meetings. She would like to use it as training for committee members. Specific topics she found helpful were “What gets measured gets done” and “Job hazard analysis”. She would like to look at leading and trailing indicators.

Hayward suggested that Dumbleton prepare a 20-minute training for next month’s meeting.

Ing-Wiese and Barth attended the “Safety Net” meeting, which is comprised of safety leaders from other colleges in Oregon. This meeting triggered a list of multiple ideas and projects that she will provide at a later meeting.

One suggestion was to use stickers to identify safety hazard so the person expected complete the repair knows exactly what item needs repair.

8. Suggestions and reports

Blue solar powered call light phones have been approved and will be installed on campus. At this time we will be purchasing 4 of them that will be placed at the bus stop, lot M, lot N and Lot L.

Knight reported a group called Community Ergonomics Resource Team (CERT). The group meets the 1st Tuesday of each month from 9-12 and work together to solve ergonomic issues.

Armstrong reports that cross walks need to be repainted.

10. New Agenda Items

Policy Statement voting and approval

Driver training for Golf Carts

Action Items

- Glenn - Will follow up to see if employee safety can be included in items used in annual employee evaluations. Classified employee evaluation process is currently being revised. Currently with Dennis Carr.
- Wiese - Will get CHO information to VP Matsen for follow up.
- Barth – Will notify Jim Salt of faculty vacancies and will ask for approval for Wendy Simmons.
- Dumbleton or Hayward - Will email directors to ask for building reps in the areas still lacking.
- Glenn – Will follow up on mirror for building 19.
- Perkins - Will take photos of the dock to evaluate need for striping and rails.
- Wilkes and Ruiz - Will follow up on the dock safety issue.
- Knight - Will email research info on use of golf carts to Hayward.
- Glenn – Will follow up on incident involving Carpal tunnel complaint to see if ergonomic assessment has been done.
- Ruiz – Will follow up with Bob Mention regarding automatic door open button for building 1 south entrance.
- Barth will e-mail facilities office the safety hazards that were reported under agenda items 6 & 7 (mossy steps at entrance to Building 1, need yellow stripping on same steps, obscured exit sign in Building 19).
- Wiese and Barth – Will follow up on possibility of maintaining a file cabinet to house safety committee resources.

Next meeting: April 18, 2006, Building 16, Room 211

Minutes submitted by: Dawn Barth, 4/5/06