

LANE COMMUNITY COLLEGE
Safety-Committee Minutes Form



Meeting date
March 15, 2005

Attending	
Sandy Ing-Wiese	Ext. 5561
James McConkey	Ext. 5643
Dan Armstrong	Ext. 5424
W.D Perkins	Ext. 5559
Son LeThi	Ext. 5516
Rodger Bates	Ext. 5547
Don Hein	Ext. 6003
Jennifer Hayward	Ext. 5594
Mike Ruiz	Ext. 5566

Meeting time: 3:00 – 4:10 pm

Old business *Summarize discussion of items not resolved during the last meeting*

Item 1

Last month's minutes were approved by the Safety Committee.

Item 2

Safety Hazard Correction Procedures (Hand out)

- ❖ **Provide copy to Facilities front desk & building rep.**
- ❖ **Post the Safety Hazard Correction Procedures on the web site.**

Item 3

Building Safety Inspections (Handout)

Jennifer will email building rep to remind them complete the Fall building inspection by early Spring 2005.

Safety members should use the building inspection checklist information while helping Building Rep with the building inspection.

New Business *Summarize discussion of new items the committee addresses.*

Item 1

Plan for next round of building inspections: Early Spring 2005

Item 2

Comments of Facilities Council Draft Policies. Mike Ruiz will

provide an updated version to the Safety Committee for review.

Item 3

Update on Plans for Spring 2005 Managers Training:

- **Sandy and Susie will meet again to review the training material**
- **They will meet with Marie this coming Thursday (March 17)**
- **The training will ensure that each manager holds responsibility for safety in his or her area.**

Item 4

Review of Freezing Condition Protocol

Jennifer will email Son Le the information to put on the website.

Item 5

Meeting with Building Reps – April 19, 2005

Agenda

- **Review building inspections**
- **Safety hazard correction procedures**
- **Emergency notification**
- **Review building reps responsibilities.**

Item 6

Review of safety concerns reported since the last meeting

No concerns were reported. The committee should get the accident report form from Mary Glenn to review at the May meeting.