

Safety Committee
March 11, 2009
10:00-11:30 AM
Bld. 5 Room 206

Attending:

Joan Aschim, Management Representative, College PIO
Rodger Bates, Management Representative
Barbara Dumbleton, Classified Representative
Mary Glenn, HR Representative
Len Heflin, Classified Representative
Robert Thompson, Faculty Representative
Nadine Wilkes, Faculty Representative

Minutes:

1. Review and approve February 2009 meeting minutes

Deferred to April meeting

2. Changes or additions to current agenda

No changes.

3. Action items list

Deferred to April meeting

4. Employee Issues and Concerns

Deferred to April meeting

5. Accident/Incident reports

Deferred to April meeting

6. Training: Handling Aggressive and Hostile Student Behavior in Higher Education

The training was led by Brian Van Brunt, Ed.D from Western Kentucky University and is designed to teach the basics of aggression management to educators.

Topics included: How to recognize aggression, understanding the difference between primal and cognitive aggression, the aggression continuum, passive aggressive behaviors, and how to manage aggressive behaviors.

Discussion: The training was useful and the suggestion was made to purchase the training audio for additional trainings. There was a suggestion to send a recommendation from the Safety Committee to Greg Morgan to have this training or this type of training included as part of the Fall In-service activities. Nadine Wilkes volunteered to write a short draft recommendation to bring to the Safety Committee for review.

Future Agenda

1. Safety Training Matrix
2. Having a student representative on the safety committee
3. OSHA compliance
4. Report from Facilities Council subcommittee that is working on an emergency action plan
5. Report from Public Safety on measures to protect officers
6. Hazard Worksheet review and possible redevelopment

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Ensuring that corrective actions are completed	Update current minutes with old uncompleted action items from before July	1/14/09	Barth	
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned	<ul style="list-style-type: none"> E-mail Greg Morgan this recommendation to remove microwaves from cafeteria and not replace them unless they are commercial grade, placed away from return air intakes, and have a cleaning strategy in place. She will "CC" the Safety Committee. Write a work order to have the microwaves removed from the cafeteria. Microwaves to be removed by 1/5/09 if recommendations have not been enacted. Ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract. 	11/12/08 11/12/08 1/5/09 11/12/08	Dumbleton Willis Willis	Completed as of 12/10/08 Willis wrote work order to have recommendations enacted as of 12/10/08 Completed as of 12/10/08.
Employee splashed with chlorine at sewage treatment plant.	<ul style="list-style-type: none"> Submit a work order to have new procedures for working in sewage treatment area put into place. 	11/12/08	Willis	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures. <ul style="list-style-type: none"> Dennis Carr will let volunteers know that they need to call public safety when they come and go 	11/12/08 1/14/09	Willis Dennis Carr	
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	Draft completed and distributed 1/14/09
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Lack of exterior lighting during dark early morning hours aggravates trip hazards between bus stop and Center.	E-mail facilitiesoffice@lanecc.edu to report the lack of exterior lighting.	11/12/08	Heflin	Work order written as of 11/12
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership.	<ul style="list-style-type: none"> • Contact Jim Salt to ask for appointment of 2 faculty reps. • Contact Bob Baldwin to ask for appointment of 1 classified rep. • Contact OISS to ask for appointment of 1 instructional manager rep. 	11/12/08 11/12/08 11/12/08	Dumbleton Gamblin Glenn	Emailed as of 11/12.