

Safety Committee
March 10, 2010
1:00 – 3:00 pm
Building 16, 211

Attending:

Dawn Marie Barth, Emergency and Risk Management Analyst
Rodger Bates, Management Representative
Ruth Bicschel, Faculty Representative
Janis Brew, Human Resources Manager
Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Jennifer Hayward, Sustainability Coordinator
Wendy Simmons, Wellness Coordinator
Katherine Vos – Housekeeping and Public Safety Manager
Nadine Wilkes, Faculty Representative
David Willis, Facilities Management and Planning

Minutes:

1. Minutes from February meeting.

Will be approved later

2. Announcement

- OSHA safety complaint was filed. It will be closed next week and Barth will report on it next meeting.

3. Review of Action Items

See action item list.

4. Issues and Concerns

- Bates brought up the subject of blood spill kits – Should they be available in all rooms?
 1. Barth reminded that according to emergency plan employees should call ext. 5555 if blood spill occurs. We would need to train all employees in blood borne pathogens before kits could be placed everywhere.
 2. Gamblin reported that the strategic development plan will include funds for training that could be used for such training.
- Vos reported that there have been several incidents lately when emergency response was delayed or was challenged due to incomplete information from the person calling in the situation. Is there a better way for us to get the information that is needed.
 1. It would not be about pointing fingers but education.
 2. Bichsel wondered if it could be included in the required items to read for all employees?
 3. In one recent incident the employee refused to give the information when asked.

5. Accident and Incident Reports

- 2/2 Maintenance Counter measures in place – some doors replaced
- 2/4 FMP Goggles should be worn when working over head
- 1/19 ES/SFS Suggest chair mats or new casters, possibly move recycle box

6. Building 4 updates

- Barth reported that there have been several employees from building 4 who have reported a variety of symptoms that seem to occur when entering work space in building 4. Started on 2/25 with a strong diesel smell present.

- An independent testing firm, Wise Steps, has been brought in to do testing to try to determine a cause of symptoms.
- Any employee requesting relocation is being moved
- Willis reported that in early phases of new building construction one area of soil had petroleum by product but it was treated and re-tested before work began.
- The soil was treated more than standard treatment for the levels found.
- Vos reported that one of the Public Safety officers was outside building 4 and began to feel ill. He reported that it smelled like bleach.
- Currently none of the FMP employees working in the area are having symptoms.
- Brew will follow up and give update next meeting.

7. Threat Assessment update

- Barth attended a training in Portland along with Officer Perkins and Barbara Delansky.
- The Lane team has not debriefed following the Health Occupations student
- Barth will continue to follow up.

8. Training in 801 and Accident and Incident Reports - Brew

- Accident Incident (A/I) forms should be completed whenever something happens.
 - 801 is a SAIF/workers compensation form that needs to be completed if work related medical care is needed and that care is given in a facility outside of the Lane Health Clinic.
 - It is not a retaliatory situation
 - It is the employee's right to choose to file or not to file.
 - Benefits to employee are that worker's comp may pay the claim. Private insurance may not cover incidents that are work related.
 - If an employee is hospitalized, the 801 form must be completed within 24 hours.
 - Must be done within 4 hours of a work related death.
 - Sometimes occupational illness is not identifiable at the onset.
 - SAIF investigates every claim with scrutiny, even if it were a year out.
 - Once the employer has knowledge of a claim, they have 5 days to get the report in.
 - If completing 801 form MUST also complete the A/I form.
 - Time loss occurs only if the doctor mandates it and it has to be more than 3 days.
 - The legal obligations lie with the employers, not employees.
 - Employees are defined as anyone receiving a paycheck.
 - Lane has seen an increase in the co-op student injuries. We are working on getting better training for the co-op program.
 - Barth reported that she has been doing safety training for one group of interns on campus.
 - Co-op program is looking to have job hazard analysis done before work starts so students can have an understanding of risks associated with the job.
 - Co-op employers are supposed to be doing job site safety training. It was suggested that students should have a requirement to report on safety training.
 - May also need to do physical capacity testing prior to co-op placement.
 - Faculty member in charge needs to assess if this is the right job for each individual student.
 - Brew reported that a team is currently reviewing the process.
-
- Committee will survey buildings.
 Simmons – 4 and 5
 Barth – 3, 2 and childcare
 Wilkes – 18, 19 and 11
 Schwoerer – Center
 Hayward – 7, 6 and 8
 Dumbleton – 10 and 12

9. Future Agenda Items:

1. Hazard worksheet review and possible re-development
2. Review FMP safety work orders and prioritize.
3. Developing a culture of safety on campus
4. Ensuring that quarterly building inspections take place.
5. Handrails
6. Map to track incidents/accidents- GIS
7. 801's and Incident/Accident Forms
8. Public safety staffing
9. Brainstorm session
10. Website updates

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety training requirements are not well understood or documented.	Send safety training matrix to managers and post of safety committee webpage.	8/13/09	Barth	
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 1. Ruth Bicschel joined committee
People using back alcove at KLCC as a bathroom.	Submit work order to have motion sensor light installed.	8/13/09	Hein	Fence being installed. Permit is in place.
Health concerns in Auto Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area. a. People spraying primer in the Auto Body area (not in the spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that do not have any respiratory protection. b. People welding not under fume hoods. No special ventilation for the welding.	Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues. Installing new system what will function automatically. -Will request that we bring in OSHA to consult when new paint booths are done.	November 2009	Bates	Email sent to FMP 1-14-10. Waiting for reply when completed. Bates will resend.
Concern about safety of hazardous waste disposal	Draft a hazardous waste disposal	January 2010	Hayward	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
procedures.	procedure for Safety Committee review.			