

## **Safety Committee Minutes**

**March 16, 2011**

**1:10- pm**

**Building 16, Room 211**

### **Attendees**

Rodger Bates, Darcy Dillon, Barbara Dumbleton, Elaine Eiler-Mough, Rodger Gamblin, Jennifer Hayward, Don Hein, Nancy Schwoerer, Wendy Simmons, Nadine Williams, David Willis

### **Minutes**

**Approval of February 2011 Meeting Minutes:** February minutes were not available. The agenda item was deferred to next meeting.

**Review of Current and Future Agenda Items:** Dumbleton will put a review of handrail inspection results and future plans for handrail improvements on the May agenda. Committee agreed that we should also review workers compensation information at an upcoming meeting. Dillon will pull the information together and let Dumbleton know which month will work.

**Announcements:** Gamblin announced that he gave a Safety Committee report at the College Council meeting on March 10. Eiler-Mough announced that DTC had a shelter in place drill that went very well and DTC also recently had a de-escalation training that went well too. Sheltercare provided the de-escalation training. Dillon announced that she, Simmons, Barth and a couple of other Lane employees are going to a training called "Safety in Motion" next week. These attendees will be trained to train others on safe lifting and moving techniques. The Committee discussed whether a warm up stretching program should be implemented at beginning of work day for FMP teams. Willis reported that the college approved a twice weekly 20 minute paid time stretching and wellness program for the housekeeping unit. Willis announced that Barth gave a great emergency response safety training in an FMP department meeting yesterday. Willis also announced that Public Safety is giving two trainings next term:

- **"General Crime Prevention", Training, Friday, April 29, 2011, 10 - 11 AM, Administrative Building #3, Boardroom 216.** LCC Public Safety Director, Jace Smith, and officers will present general information on keeping offices, personal belongings and vehicles secure on campus. They will also discuss criminal methods for common crimes on campus and easy strategies for preventing and discouraging criminal activity.
- **"Violence in the Workplace" Training, Tuesday, April 12, 2011, 1:30 - 3:00 PM,** LCC Center for Meeting & Learning, Room 214. Public Safety Director, Jace Smith, and LCC Public Safety Officers will provide information on violence in the workplace in the United States. They will also share information about de-escalation, escape strategies, collaborative efforts to defuse situations, safety concerns, and other important aspects of recognizing and responding to escalated or potential violent situations. (Note: Participants will be required to role play and practice skills learned).

## **Action Items List**

The Committee reviewed action items from January minutes.

1. Still looking for faculty member (Keep on list)
2. Fazio will report at next meeting (Keep on list)
3. Discussing today (Keep on list)
4. Dumbleton still needs to do (Keep on list)
5. Done. (Remove from list)
6. Done. Headlamps distributed. (Remove from list)
7. Bates will discuss with Craig Taylor. (Keep on list)
8. Dumbleton and Fazio did audit. Will have report as agenda item in May.
9. Fix designed and planned for this summer.
10. Done. Longer lighter was not available, but FMP purchased combustible gas meter and Foodservices did a staff training on proper lighting procedures.
11. In progress.
12. In progress.
13. Done. Signs put up and they are getting less slippery.
14. Done.

## **Employee Issues and Concerns:**

Dumbleton reported that an electrical outlet outside Center Building on the north was removed. There is a concern that since the outlet is no longer there, people will be running cords across walkways and creating a trip hazard. Willis requested that concerned party submit a work order to have this fixed.

Hayward reported on continuing IEQ work in Building 4. Mold was cleaned up in Room 107 and surrounding rooms over winter break, but reports of building related symptoms continue. FMP will be improving exhaust in Room 107 over spring break. OSHA will be doing a consultation on chemical use in the dental area beginning the first week of spring term.

Bates reported that hand dryer in Building 4 2<sup>nd</sup> floor restroom is very loud. [Note: This has been submitted as an FMP work order and Hayward will follow up.]

## **Accident/Incident Reports:**

*Follow up from February:*

-Person tripped on rock in road that appeared to have crumbled from side walk. Fazio to follow up and report at next meeting.

-Employee had allergic reaction to cash register receipt. Dillon reported that employee appears to only have reactions to thermal paper. Only using regular paper receipts now and employee has not had any other accidents.

-Strain from lifting two pound bag in foodservices. Dillon reported that Foodservices doesn't have a specific job rotation procedure, but Schwoerer noted that employees do not do same repetitive task all day. Committee agreed that Foodservices should have Safety in Motion training in Fall about 1 week before school starts.

*Reports from March:*

- 11-39: Person slipped on ice. No follow up needed.
- 11-40: Counter measures good.
- 11-41: Injury occurred at internship off site. Dillon will follow up with Co-op to see what they are doing for safety.
- 11-42: Injury from clearing ice. Counter measures good.
- 11-43: Employee injured lifting 2 catalogues. Dillon will follow up with manager to discuss filling out form more completely. Need more information.
- 11-44: Employee experiencing building related symptoms in Building 4. FMP testing for chemicals and improving exhaust.
- 11-45: Employee experiencing building related symptoms in Building 4. FMP testing for chemicals and improving exhaust.

**Waste Disposal Procedure:** Hayward distributed procedures for disposal of hazardous and biological waste. Committee provided comments. Hayward requested that committee member's let her know if they have any additional changes. Hayward will update with committee comments and submit changes to COPPS.

**ACTION ITEMS**

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
<p>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.</p> <p>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.</p> <p>b. People welding not under fume hoods. No special ventilation for the welding.</p>	<p>Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.</p> <p>Installing new system what will function automatically. -Will request that we bring in OSHA to consult when new paint booths are done. -Checking air handlers this week. 8-9-10</p> <p>10-20 update- Measurements are</p>	November 2009	Bates/Hayward	<p>Email sent to FMP 1-14-10. Waiting for reply when completed. Bates will resend.</p> <p>Angela Fazio is working on this.</p> <p>Dumbleton sending a memo to follow up.</p> <p>Awaiting consult with OSHA from</p>

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
	done and Fazio will write a report			Fazio
Concern about safety of hazardous waste disposal procedures.	Provide comments on procedures to Hayward. Hayward will update them and submit changes to COPPS	January 2010	All	Reviewed
Safety training document.	Email to committee for discussion at March meeting	March	Dumbleton	
Public Safety Request for Air Filter	Hayward will follow up		Hayward	DONE. 3/15/11
Housekeepers need better light	Suggest using headlamps		Fazio will follow up with Ves	DONE. 3/15/11
Outside vendors using our campus without knowledge of safety practices	Provide information at the time of scheduling		Bates will follow up at the Deans Meeting  Bates will discuss with Craig Taylor	
Unsafe or lack of handrails on campus stairways	List needs to be created to prioritize risk		Fazio and Dumbleton will work together.  Will be agenda item for May meeting.	
Getting trash to trash compactor is difficult for staff	Need to find better solution. Possible motorized cart.		Fazio. Will be fixed this summer.	
Gas and lighter issue for food service workers using outdoor grill	Buy gas meter to detect gas and possible longer lighter		Fazio and Schwoerer	DONE. 3/15/11
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Fazio and Willis	
Update Safety Charter			Dumbleton	
Slipper boardwalk between 4/5 and 30	Consult with SAIF			DONE. 3/15/11
Poor lighting between 4/5 and 30	Check timers on lights		Fazio	DONE. 3/15/11
Outlet removed on north side of Center such that people will run cords across walk	Ask Len Heflin to submit a work order to have an outlet re-		Dumbleton	

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way.	installed.			
Hand dryer in Building 4 2 <sup>nd</sup> floor restroom is very loud.	Investigate implement fix.		Hayward	
Person tripped on rock in road that appeared to have crumbled from side walk.	Investigate whether side walk is crumbling and creating debris in walkway and needs fix.		Fazio	
Strain injury in Foodservices	Provide "Safety in Motion" training to Foodservice Employees	10/1/11	Dillon, Simmons, Barth, Schwoerer	
Student injured at non-Lane work site during internship	Check in with Co-op to see if they do any pre-employment safety training with students.		Dillon	
Employee injured lifting 2 catalogues	Ask Manager to fill out accident report form more completely.		Dillon	
Employees experiencing building related symptoms in Building 4	Improve exhaust. Have OSHA consultation.		Hayward	