

## **Safety Committee Minutes**

**March 18, 2015**

**1:00 – 3:00 pm**

**Building 16, Room 211**

### **Attendees:**

Dawn Marie Barth – Emergency and Risk Management Coordinator

Barbara Dumbleton- Chair. Classified Representative

Sharon Daniel – Human Resources

Jennifer Hayward – Sustainability Coordinator

Kevin Lewis – Faculty Representative, Chemical Hygiene Officer

Cathie Reschke – Disability Services

Mark Richardson – Facilities Management and Planning

Marie Sagaberd – Classified Representative

Nancy Schwoerer – Classified Representative

Wendy Simmons – Employee Wellness Coordinator

Todd Smith- Facilities Management and Planning

Karen Louise White – Faculty Representative

1. February minutes approved.

2. Announcements

- Daniel reported that workers comp rates have reduced which will result in lower premiums. Whatever we are doing, let's keep it up.
- Barth reported that we can also see a decrease in our property and liability rate if we can show people completing the mandatory reporting, Title IX and SaVE trainings through Safe Colleges. These trainings don't need to be assigned to you to complete them. You just select them from the list of trainings.

3. Action Items

<b>WHAT</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>STATUS</b>
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Summer 2014	This work will be completed by the contractor working on the Center Building project and will not be completed until late October 2015
Need better safety procedures regarding hot dog cart. Need SAIF to review.	?	?	Comprehensive training will be conducted with food cart employees Spring term.
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, will look into laminate or plastic slide in displays.

WHAT	WHO	BY WHEN	STATUS
Ask county if they will install a crosswalk at Eldon Shafer jogging trail just 30 <sup>th</sup> Ave light.	Todd		FMP met with HPEA to discuss elimination of crossing at the end of Eldon Shaffer. They will be putting up signs to redirect to a safer crossing further away from the intersection.
Submit mobile cart training recommendation to Brian Kelly	Committee/Barbara	?	Jace Smith and Todd Smith are reviewing training plan.
Need a process for inspecting equipment brought to campus i.e. food cart	Todd/Mark		Need to insure that used equipment is in safe working order when brought to campus. This item should be sent to facilities council.
Possible air quality equipment for campus	Jennifer		Hayward will check with consultant to get recommendations.
Revisit Hazard Communication plan	Jennifer and Todd		Will meet and develop a tentative plan

#### 4. Issues and Concerns

- There was a sewage gas leak in building 16. Testing was done on Monday and showed no toxic fumes. Question was raised as to whether follow up testing was done later in the week as the smells continued
  1. Answer: No follow up testing was done.
- Smell was pretty significant and staff felt follow up should have been done.
- Some experienced headaches and nausea
- Smith reported that the problem was that the clean out failed. Gasses were released but no sewage was compromised.
- Lewis asked if we should have air quality monitoring equipment to be able to use on campus. Chem labs also cause odor issues at times.
- Hayward will check with the consultant coming to campus to do some vent testing and get some recommendations.

#### 5. ACCIDENT/INCIDENT REPORTS

**FY15: 32** Health Clinic. Employee closed the door on hand. Employee says no issue with door. Employee will be more careful in the future. Daniel will follow up regarding the first aid kit and ice availability.

**FY15: 33** Math. Employee poked eye with Ziploc bag when opening it. No lasting damage.

#### 6. Training Discussion Items

#### Hazard Communications.

- Hayward reported that each department should be managing their area and reporting it to Todd Smith.
- Process could be better. Some do a good job of complying with procedures and others not so much.
- Process should be revisited. We should be moving to GHS. Not sure where whole campus is.
- Hayward reported that we may not be able to get proper labels now. Manufacturers will start having this available in January 2016.
- Hayward and T. Smith will meet to develop a tentative plan.

#### DEQ

- Inspection done in December. People dumping some plasters and glazing dyes containing barium and cadmium down storm drains.
- Since report came, there has been no dumping down drains.
- We need to report back to DEQ by 4/15/15
- DEQ inspector also provides consultant services and can provide training. We hope for some training in April.
- There are concerns that PPE is not being used properly in the art division

#### Kevin Lewis CHO

- Addressing the OSHA visit. Looked at recommendations;
- Some things could be changed pretty easily i.e. removal of lead in lab settings and discontinuation of mercury thermometer use.
- Moving chemicals to better storage.
- Will be doing further IEQ monitoring on Monday.
- Room 147 South fume hood is currently not working. Flow rate in the hood needs to be a certain volume of air flow. FMP working on finding a contractor to assist with this.
- Need improvement in the chemical storage building to reduce corrosion. Richardson will look in to this. It seems there might be poor ventilation.
- Richardson thought it was a controlled environment. Hayward is responsible for removal but science, welding and others have access to the building as they are putting things in there. Not sure who else has access to the building.
- Need an accurate account of how often chemicals are being removed.
- Respirators are not being stored properly.
- There will be a Wisestep consultation done Monday. They can test IEQ and flow rates.
- Chemical Hygiene Plan-We have one from the 90's. Lewis will be reviewing and rewriting it. Will try to make it available on the website and contain non specific language.

- Still working on how his role fits in with other areas-HR, Safety, FMP etc.

Safety@yourworksafety

- Schwoerer will go through this and synthesize the info.

Safety in Motion

- Being reviewed with Custodial Services and FMP staff.

#### 7. Safety Charter

- Dumbleton presented updates to the safety charter to the committee
- All approved the charter as is with presented corrections.

NEXT MEETING

Wednesday, March 18<sup>th</sup>, Building 16, Room 211, 1:00 – 3:00 pm.