

## **Safety Committee**

**May 15, 2013**

**1:00 – 3:00 pm**

**Building 16**

### **Attending:**

Joan Aschim, - Public Information Officer

Dawn Marie Barth – Emergency and Risk Management Coordinator

Darcy Dillon- Human Resources Manager

Barbara Dumbleton- Classified Representative

Elaine Eiler-Mough – Downtown Academic Campus

Don Hein – Management Representative

Jyoti Naik- Campus Architect

Marie Sagaberd – Classified Representative

Wendy Simmons – Employee Wellness Coordinator

David Willis – Director of Facilities Management and Planning

Dale Knight- SAIF corporation

### **April minutes approved**

### **Announcements**

Barth introduced the new college safety website – [lanecc.edu/safelane](http://lanecc.edu/safelane). From SafeLane, employees can access all safety related information for the campus. New information includes training for emergency management topics. Other things are links to existing info that can be found at a one-stop place. The goal is to also have a monthly safety tip and a monthly emergency management tip for education purposes. Barth asked for committee members to send her suggestions for the monthly topics.

It was also recommended that we advertise the new site through an article in the Weekly as well as an email to peer-to-peer. It has also been shown at Manager's Forum.

Willis shared that NIOSH was on campus to investigate building 4 issues.

- There was a good diverse team of investigators.
- They were on campus Monday and Tuesday.
- There was no smoking gun identified. – no obvious cause of symptoms
- The investigators feel that what we have been doing is good and the planned work is right on track.
- Will be studying findings and will send a report – could be 6 months to a year.
- A doctor interviewed any employee who asked to be interviewed – Sagaaberd reported that the interviews were very respectful and she felt that they were really listening.
- The doctor reported that nothing in the building could have caused kidney stones or brain cancer per question posed by Union President Jim Salt.
- Some of the symptoms could have been caused by air cleaners that faculty and staff had brought in on their own.
- There was also concern about some cleaning products that were brought in by employees. The products used by the college are good.
- The college is not intending to use the building as a clinic next academic year.

## Issues and Concerns

Eiler-Mough shared concern that the new Downtown Academic Campus does not have any pull alarm stations. She has concerns that there is not a way to make safety concerns known.

- Willis shared that there is an audible alarm unit like the one on the 30<sup>th</sup> ave campus and manager Jenette Kane has been trained to use it. It is located on the first floor near the elevator
- Barth will follow up with public safety and make sure all officers are trained to use it as well.
- More training is needed for employees in the building.

Eiler-Mough also shared that metal grates around the trees out front of the building are loose and are a trip hazard.

- Barth shared she has been working with Jeff Hansen on this problem. The gates have been fixed but when city workers drive on the sidewalk, it gets them loose again.

Dumbleton shared a report from Tana Stewart in the administration building that pedestrians have been walking on the balcony outside of the 2<sup>nd</sup> floor of building 3. It is not a clear walk around and they end up climbing over railings and planters to continue on. It is very risky.

- Barth reported that Mark Richardson had already been contacted and a barrier has been put in place to discourage from going on the balcony.

## Accident and Incident Reports

FY13-122	Athletics	Pole Vault pole broke	Modify technique
FY13-123	Public Safety	Leg	Prior condition
FY12-124	HR	Trip	No follow up needed
FY12-125	PE	Cramp	Stay Hydrated
FY12-126	OSBDCN	Ankle	Be aware of surroundings

## Discussion Items

Role of Facilities Council related to college safety

- Dumbleton shared that we need them to develop a policy related to safety
- Chris Hawken- director of HPEA- shared in the FC meeting that a policy would help him with his job.
- It was recommended that a sub-committee be formed to create the policy.
- Sub –committee would include members of the safety committee to be more comprehensive.
- Safety committee is not responsible for writing policy. We can make recommendations but are not responsible for policy.
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## Future Agenda Items:

- 1.Hazard worksheet review
2. IEQ updates
3. Safety in motion- 4 modules
4. Infrastructure concerns

## 5. Strategic Directions

### ACTION ITEMS

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
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 Alen Bahret working on a link of documents. Committee will make recommendation on content Sub-group of Bates, Barth and Smith will work on this.	On-going
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	
Update Safety Charter			Dumbleton	
Emergency Alarm Panel at DCA	Train PS officers in use of system		Barth	