

**Safety Committee Meeting**  
**May 16, 2006**  
**3:00 – 5:00 pm**  
**Building 16, Room 211**

**Attending:**

Lynn Atkins, Facilities Management and Planning  
Dawn Barth, Health and Safety Project Specialist  
Rodger Bates, Management Representative  
Barbara Dumbleton, Classified Representative  
Mary Glenn, Human Resources  
Jennifer Hayward, Environmental Specialist  
Don Hein, Operations Manager  
W.D. Perkins, Classified Representative  
Mike Ruiz, Director of Facilities Management and Planning  
Wendy Simmons, Faculty Representative

**Guest:**

Dale Knight, SAIF Corp.

**Minutes:**

**1. Minutes for 4/18/06 meeting were approved.**

Follow up on action items from 04/18/06

- More information needs to be submitted to VP Matsen regarding CHO duties and expectations before proposal can be submitted.
- Hayward emailed directors seeking building representatives in areas with vacancies.
- Atkins followed up on loading dock safety issues. Chain was replaced and a sign was installed reminding drivers to replace chain after deliveries. Striping has not been re-done.
- Glenn confirmed that an ergonomic assessment was done for employee who reported the incident of carpal tunnel. A chair, wireless mouse and keyboard tray were all purchased for the employee in 2004.
- Ruiz reported that hardware is here to rewire the automatic door open button for building 1 south entrance. Installation will be completed when the post arrives.
- Knight forwarded accident investigation form to Barth. Form was distributed at meeting.
- Hayward reported she is working on cleaning up the chemical waste building. Cleanup is ongoing.
- Glenn and Susan Tatar are conducting tests of the new Impulse system to see how it can improve processing of safety items.
- Barth has contacted Jim Salt regarding appointment of Wendy Simmons. Emails have not been opened and voice messages have not been returned. At this point, good faith effort has been made. Simmons will sit on committee.

Action items to be carried forward:

- Glenn will follow up to see if employee safety can be included in items used for annual employee evaluations. Classified employee evaluation process is currently being revised. Currently with Dennis Carr.
- Simmons will ask Andy Salzman if he would like to sit on committee.

## **2. Safety Inspections**

- Most building representative vacancies have been filled. Emails are coming in to Hayward and she will pass them on to Barth.
- Inspections are being done and Barth is keeping hard copies in a binder in building 13.
- Clarification is needed in building 19 to define which department is responsible for which areas.
- Will initiate protocol outline in 12/6/05 minutes beginning summer term.
- Barth will send out a reminder for Spring term inspections.

## **3. Smoking Policy Revision**

- Dumbleton reviewed notes from subcommittee meeting on 3/13/06.
- Whatever policy is in place needs to be enforced. The current practice contains no accountability.
- Perkins expressed concern that it is difficult to enforce due to the fact that smoking is not an illegal activity. In addition, any punishment would have to be agreed upon by all employee union groups.
- Simmons suggests following up with PCC to see what method they use to enforce their policy as PCC has been mentioned as a school to potentially model with our policy.
- Ruiz stated that current policy has been successful in decreasing the amount of cleanup needed. Also mentioned that this topic is across the board with Oregon Community Colleges. All struggle with it.
- Atkins informed that there are plans to construct additional designated smoking areas, possibly occurring summer 2006.
- Committee suggests that the smoking task force should be reinstituted to review how current plan is working.
- Dumbleton will reformat meeting notes into recommendation to forward to VP for College Operations.
- Ruiz stated possible need for replacing signs around campus as a reminder for designated smoking areas.

## **4. Status of Recommendation for Full time Health and Safety Director**

- Hayward and Dumbleton need to forward recommendation to Marie Matsen on behalf of Safety Committee.
- Hein stated that committee understands that approval for recommendation is not likely in current budget climate, however, committee would like to have the recommendation submitted for the record.

## **5. Accident/Incident Review**

- Need to have control numbers for accident/incidents so we can better track them in the meeting minutes.
- Glenn will assign control numbers for future reports.
- Incident #1- More information is needed. Form needs to be completed by lead worker. Form will be returned to department.
- Incident #2- Sidewalk will be ground this summer. Should reduce tripping hazard.
- Incident #3- Form needs to be returned for more information. Not enough information to review.

## **6. Review of Safety Items- Status Reports**

- Facilities Management and Planning will be using the Impulse data base to track information.
- Glenn and Susan Tatar are testing system and hope to have a summary within the next few meetings.
- New process will have a better check/balance system.
- Dumbleton reports that cabinet doors are still not fixed in science.

## **7. Suggestion and Concerns**

- Outside sky-bridge connecting buildings 1 and 2 has several loose tiles and employees are tripping.

## **8. Plan for training at next meeting**

- Dumbleton will share information from a conference she attended. Topic is "What gets measured gets done"

## **Action Items**

- Dumbleton will email Hayward list of CHO duties.
- Hayward will contact OrOSHA regarding CHO duties
- Hayward will send follow up info to committee via email.
- Hayward will make sure eye wash area is accessible in chemical waste building.
- Barth will email building reps to remind them to complete spring quarter inspection.
- Dumbleton will prepare recommendation for reinstitution of smoking task force.
- Glenn will send accident/incident forms back to supervisors to get more information.
- Barth will email list of safety items from recently conducted inspections to Ruiz and Atkins.

Next meeting: June 20, 2006, Building 16, Room 211

Minutes submitted by: Dawn Barth, 5/23/06

Reviewed by: