

Safety Committee Meeting
May 15, 2007
3:00 – 5:00 pm
Building 16, Room 211

Attending:

Dawn Marie Barth, Health and Safety Specialist
Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Mary Glenn, Human Resources
Jennifer Hayward, Facilities Management and Planning
Don Hein, Management Representative
Sandy Ing-Wiese, Director of Health and Safety
Mike Ruiz, Director of Facilities Management and Planning
Wendy Simmons, Faculty Representative
Nadine Wilkes, Faculty Representative

Minutes:

1. Review and approve April 2007 meeting minutes

Minutes were approved pending adding statement regarding making safety a value, not a priority.

2. Action Item Review

- Barth and Knight have completed part of campus tour. Knight has sent report of findings.
- Simmons and Knight have ergonomic training planned for safety representatives.
- Barth will continue to follow up on ergonomic issues for CERT by sending notice to the Weekly.
- Ruiz will send notice to Weekly regarding power strip usage.
- Simmons has made progress on smoking task force membership.
 1. Took it to the Wellness Committee. Plans to meet with those that have committed.
 2. Smoking cessation posters have been posted and are still in place.
- Atkins is working on moving wayfinding signs.
- Hayward is working on HazMat cleanup.
- Ing-Wiese sent reminder e-mail to managers that all staff who drive golf carts need to complete and pass training.
- Hayward sent email to the Automotive lab to ensure that they handle brake pads appropriately

3. Website

Barth reported that a new website will be created to house employee safety issues. She requested that committee members look over the safety committee website to give feedback regarding

which items should be moved to new site. Also, would like any suggestions for topics to be included.

4. OSHA and the flood

- Archives flooded in April due to a leaky pipe
- It could have been sewage water and the staff that responded were not properly protected during salvage
- OSHA did an investigation and found that staff were not notified quickly enough about possible hazards.
- No incident report was filed
- Should have a better protocol for notifying employees on safety procedure i.e. showering right away
- Citation was given for not having equipment and for not telling people to go home and shower.

5. Suggestions and concerns

None

16. Future agenda items

- a. Safety survey
- b. IAQ list
- c. Review building safety inspections. Are they being submitted quarterly? Are all Building Safety Rep positions being filled? What are results?

ACTION ITEMS

- Hayward will ask Prill to put Lane on his project list for next year. She will get info from Simmons and Wilkes prior to contacting Prill.
- Hayward will clean up hazmat building.
- Barth to put golf cart training on web.
- Hayward will tell Dumbleton when to do chemical disposal.
- Barth will send notice to Weekly to ask for suggestion for the ergonomic team.
- Hayward will send out a notice about proper chemical disposal.

Next meeting: June 19, 2007 Building 16, Room 211

Minutes submitted by: Dawn Barth