

Safety Committee Meeting
May 20, 2008
2:00 – 4:00 pm
Building 16, Room 211

Attending:

Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Jennifer Hayward, Environmental Specialist
Len Heflin, Classified Representative
Wendy Simmons, Faculty Representative
Robert Thompson, Faculty Representative
Kathryn Vos, Manager, Public Safety and Housekeeping
Nadine Wilkes, Faculty Representative
David Willis, Director, Facilities Management and Planning

Guest:

Greg Morgan, Associate Vice President, Finance

Minutes:

1. Next meeting

June 10, 2:00-3:00 pm, Building 16, Room 211

ACTION: Barth to schedule room.

2. Introductions

New member, Kathryn Vos, introduced herself. She is the new Manager of Public Safety and Housekeeping. She introduced the idea of having a safety fair. She also noted that she is looking into purchasing a vehicle for Public Safety, which falls under Lane's sustainability core value. Her work background is in municipalities, county government, and a police department.

3. Concerns from WD Perkins re: OSHA Emergency Plan requirements

Committee discussed the Classified Contract and that classified employees may report safety concerns to their manager and/or to the Safety Committee. It was noted that Vos is a new manager and Willis asked if she could have a chance to review Perkins' documents and respond prior to a Safety Committee review and discussion of Perkins' documents.

ACTION: Vos and Willis to follow up on Perkins' documents and report back to Safety Committee at the next meeting.

Wilkes reported on the Facilities Council Subcommittee on Safety and Emergency Preparedness. A small group of the subcommittee met recently and started roughing out a flying-high policy that would include all safety components.

ACTION: Dumbleton will let Perkins know that the committee began discussing his documents at the May meeting and that his suggestions will be reviewed when preparing the comprehensive safety policy which the Facilities Council is drafting.

Morgan noted that the college is looking at a text message based emergency response system for which the Oregon University System has put out an RFP. Emergency and Safety systems could be purchased with Bond funding. These systems could include wireless notification systems, access systems, and cameras.

Morgan reported that Barth is moving from 0.5 to 0.75 FTE and will have the new responsibilities of handling student safety incidents reports and college insurance.

4. Review and approve April 15, 2008 meeting minutes

Minutes approved with change to date of next meeting to May 20, 2008.

5. Announcements

Theft: Thompson reported concern about vehicle break-ins. Suggested making an announcement each term that people should not leave valuables in vehicles, especially in visible places. Vos noted that this message could be included in the Safety Fair. Heflin noted that there is also a problem with people leaving valuables unattended in public places like the cafeteria. Willis noted that he recently presented to the ASLCC and asked students if they would be willing to get involved in safety by volunteering to be restroom monitors and safety monitors. Some students did volunteer. Willis suggested having Public Safety Officers walk through the cafeteria several times during lunch hours.

ACTION: Vos will direct Public Safety work student students to walk through cafeteria to help prevent theft.

Smoking Task Force: Simmons reported that the Smoking Task Force voted on removing some areas and putting a few more areas around the perimeter. They are planning to make some signs to put around campus that say, "This is a smoking free campus, except in designated areas." Willis said that Simmons should submit a work order to have this sign made and posted in appropriate places around campus.

ACTION: Simmons will submit a work order to Facilities asking Facilities to collaborate with her to make and place signs.

Safety Committee E-mail list: Simmons noted that the Groupwise address "Safety Committee" isn't current.

ACTION: Barth to have Groupwise "Safety Committee" e-mail address updated with all the new members.

Webpage: Dumbleton noted that no safety committee minutes have been posted for this year.

ACTION: Barth to update the webpage with the minutes from this year.

6. Action Items List

Action items were reviewed. New and carryover action items are listed at the end of these minutes.

7. Employee Concerns

Heflin reported that people drive too fast on Gonyea Road and do not stop at stop sign to turn onto road when leaving campus. Nadine reported this same problem at the light at Eldon Shafer and 30th Ave.

ACTION: Vos will ask officers to patrol these areas more often.

Dumbleton noted that lines at intersection areas in the south parking lot have faded and cannot be seen.

ACTION: Vos will talk to Willis and see if repainting the south parking lot intersection areas can be included as a summer 2008 project.

Dumbleton noted that an anonymous employee reported to them that the art department is etching with acid with no PPE. Instructions to students were that if they get acid on hands, they should immediately dip them in a bucket of water. No safety provisions seemed to be made for eye protection.

ACTION: Hayward will review etching acid MSDS and see if requirements are being followed.

Vos described a request from Public Safety Officers to have respirators for situations when they want to walk into a fire to help rescue people. Committee recommendation is that Public Safety Officers should not be entering burning buildings.

8. Accident/Incident Reports

Four accident/incident reports were submitted in the last two months and reviewed at this meeting. Supervisors had thoroughly handled all issues. No further actions required.

9. Developing Safety Trainings: policy, practice and reports, see MHCC attachment

Deferred to next meeting due to time constraints.

10. MPulse: next steps

ACTION: Willis to set up Mpulse training for Safety Committee this summer.

11. Future agenda items

- Concerns from WD Perkins re: OSHA Emergency Plan requirements – report from Vos and Willis
- Develop employee safety training matrix
- Mpulse Training
- Set goals for 2008/2009

12. New and Carry Over Action Items

- Glenn will arrange a training at Managers forum on proper completion of accident/incident form: In progress, should be presented at March 2008 meeting. (carry over to May managers forum)
- All committee members need to look at current safety committee website and give suggestions for items to move to an employee safety page.
- Willis will send Dumbleton the next draft of the incident response procedure. Dumbleton will send to the Safety Committee for review, comment, and discussion at future meeting.
- Atkins will check on cracks in sidewalk in front of Wildish and check for our liability – Carry over
- Microwaves in Center building food area are right in front of airflow areas. They are also dirty and hazardous. Dumbleton will submit work order to have them moved from airflow area.
- Barth will discuss emergency contact info with H/R and Dennis Carr.
- Barth to schedule room for June 10 meeting.
- Vos and Willis to follow up on Perkins' documents and report back to Safety Committee at the next meeting.

- Dumbleton will let Perkins know that the Committee began discussing his documents at the May meeting and that his suggestions will be reviewed when preparing the comprehensive safety policy which the Facilities Council is drafting.
- Vos will direct Public Safety work student students to walk through cafeteria to help prevent theft.
- Barth to have Groupwise "Safety Committee" e-mail address updated with all the new members.
- Barth to update the webpage with the minutes from this year.
- Vos will ask officers to patrol Gonyea Road and Eldon Shafer Road more often.
- Vos will talk to Willis and see if repainting the south parking lot intersection areas can be included as a summer 2008 project.
- Hayward will review etching acid MSDS and see if requirements are being followed.
- Willis to set up Mpulse training for Safety Committee this summer.

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