

**Safety Committee**  
**May 13, 2009**  
**12:30 – 2:30 pm**  
**Building 16 211**

**Attending:**

Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Mary Glenn, HR Representative  
Jennifer Hayward, Sustainability Coordinator  
Don Hein, Management Representative  
Layne King, Wellness  
Nancy Schwoerer, Classified Representative  
Robert Thompson, Faculty Representative  
Nadine Wilkes, Faculty Representative

**Minutes:**

**1. Review and approve April 2009 meeting minutes**

The April 8, 2009 minutes were approved with a minor change to section 4. Change “Mike S.” to “Mike Z.”

**2. Review of Current and Future Agendas: changes, additions**

The Committee went through the list of Future agenda items to decide what needs to be on an agenda before summer, what can be discussed during summer, and what can be on the agenda in the fall. The Committee also quickly discussed some of the items on the list and resolved them. Items discussed and taken off the list were:

**a. Safety Training Matrix:** Hayward and Dumbleton updated the matrix and sent questions to Barth. Once Barth responds, Hayward will finalize the matrix and send the final version to Barth. Barth will send the final document to managers and post it on the Safety website.

**b. Having A Student Representative On The Safety Committee:** Committee agreed to ask ASLCC if there is a student who wants to be on our e-mail list. This student could contact the chair to schedule to come to a meeting when an issue arises that students want to discuss. The Committee agreed that a student will not be an official member because of potential confidentiality issues.

**c. OrOSHA Compliance:** This item was removed from the list of future agenda items because it was determined that this item was related to an issue that has already been resolved.

**d. Evacutrack Training:** Glenn reported that the training will be happening in the next couple of weeks.

Items that will be discussed over the summer: 1) Hazard Worksheet Review and Possible Redevelopment; and 2) Disposal of Hazardous Waste. Items that will be discussed at the next meeting are: 1) Report from Facilities Council Subcommittee (Threat Assessment Team) that is working on an emergency action plan; and 2) Department MSDS updates.

**3. Announcements**

**a. Smoking on Campus:** King reported on the work of the Smoking Task Force. The Task Force is making a presentation to the College Council tomorrow recommending that Lane become a smoke free campus. The College Council will vote on the recommendation during their 5/28/09 meeting. King noted that the UO voted to go smoke free in fall 2010.

**b. Smart Classroom Podium Design:** King reported that an ergonomic concern was reported to the Ergonomics Committee about the podium design from the CIT department. The Ergo Committee investigated the design, surveyed faculty, and made some recommendations for improvements of future podiums. King will send the recommendations to Steve Kayl (carpenter), Tamara Pinkas (Bond

Leadership Team member), Dave Willis (Facilities Director), and Barbara Dumbleton (Safety Committee Chair).

**c. Safety Training for new Deferred Maintenance Employees:** Glenn reported that Barth has conducted about 18 hours of training for new deferred maintenance employees. Barth is continuing to do ongoing weekly safety trainings as well.

#### 4. Action Items List

**a. Microwaves in the Cafeteria:** Schwoerer reported that she got a quote for a commercial microwave. She sent the quote to ASLCC and said that she would order and install it if they will pay for it. She did not receive a response. It was discussed that the Safety Committee has made numerous attempts to help ASLCC make the microwave safer and ASLCC has not taken steps to install and maintain safe and healthy microwaves. The Committee agreed that Schwoerer will let ASLCC know that the dirty, residential-grade microwaves need to be removed from the cafeteria by June 30, 2009 or the college will cut the cords off of the existing units and send them to Recycling for proper disposal.

**b. Geese on Fields:** Nadine reported on the status of the employee concern about goose waste on the fields being tracked into the buildings. Nadine explained that HR has directed college employees to not investigate, discuss, or make recommendations about this issue. The Safety Committee discussed that the goose waste in the building may pose a legitimate health concern and believes that the issue warrants further discussion. The Committee asked the Subcommittee of Vos and Wilkes to continue with their investigation and to make a recommendation.

#### 5. Employee Issues and Concerns

Thompson brought up a concern about recycling workers moving heavy metal 55 gallon barrels. Others in the committee noted that they have seen recycling workers handling can & bottle recycling without gloves on. Hayward will follow up with Recycling about these concerns.

#### 6. Accident/Incident Reports

09-18: Appropriate counter measure taken.

09-19: Appropriate counter measure taken.

09-20: Appropriate counter measure taken.

09-21: Glenn reported that a work order has been submitted.

09-22: Glenn will contact Brian Kelly to ask him to make a recommendation for a more permanent solution. Glenn noted that she may also ask Dale Knight to evaluate and make a recommendation.

#### 7. Fall In-Service Safety Training Activities

The Committee reviewed a draft recommendation to have a safety theme at Fall In-service. The Committee suggested minor revisions. Wilkes will revise the document and send it to Jennifer Cook, Greg Morgan, and Dennis Carr.

#### ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned.	<ul style="list-style-type: none"> <li>Schwoerer will let ASLCC know that the residential microwaves need to be removed from the cafeteria by June 30, 2009 or the college will recycle them appropriately.</li> </ul>	6/10/09	Schwoerer	

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
Employee splashed with chlorine at sewage treatment plant.	<ul style="list-style-type: none"> <li>Submit a work order to have new procedures for working in sewage treatment area put into place.</li> </ul>	11/12/08	Willis	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures. <ul style="list-style-type: none"> <li>Dennis Carr will let volunteers know that they need to call public safety when they come and go</li> </ul>	11/12/08 1/14/09	Willis Dennis Carr	Completed as of 2/11/2009
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	Awaiting final input from Barth.
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership. UPDATE: Only need one faculty member	<ul style="list-style-type: none"> <li>Contact Jim Salt to ask for appointment of 2 faculty reps.</li> <li>Contact Bob Baldwin to ask for appointment of 1 classified rep.</li> <li>Contact OISS to ask for appointment of 1 instructional manager rep.</li> </ul>	11/12/08 11/12/08 11/12/08	Dumbleton Gamblin Glenn	Emailed as of 11/12.  Rodger Bates
Clarification needed regarding when employees need to report presence on campus	Notice needs to be sent to Lane Weekly to clarify.	3/11/2009	Vos	
Follow up on incident/accident reports.	Knight and Simmons will follow up with employees for clarification	3/11/2009	Simmons Knight	
Employees are concerned about goose waste from the athletic fields being tracked into buildings and causing a health hazard.	Vos and Wilkes will pursue options and make a recommendation.	5/13/09	Vos Wilkes	
Recycling workers may	Hayward will discuss	6/10/09	Hayward	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
be transporting barrels that are too heavy on hand trucks and may not be wearing gloves while handling can & bottle recycling.	these issues with Recycling and work with them on corrections.			
Floor surface in CML kitchen main hallway is slippery.	<ul style="list-style-type: none"> <li>• Glenn will ask Brian Kelly to make a recommendation to the Safety Committee as to how to improve the safety in that hallway. The Safety Committee can then make a recommendation to the college.</li> <li>• Glenn may ask Dale Knight to evaluate the hallway and make a recommendation.</li> </ul>	6/10/09	Glenn	