

**Safety Committee**  
**May 18, 2011**  
**1:00 – 3:00 pm**  
**Building 16, 211**

**Attending:**

Dawn Marie Barth, Emergency and Risk Management Analyst  
Rodger Bates, Management Representative  
Barbara Dumbleton, Classified Representative  
Nadine Wilkes, Faculty Representative  
Jennifer Hayward, Sustainability Coordinator  
Don Hein, Management Representative  
Elaine Eiler-Mough, Classified Representative

**1. Minutes from April meeting.**

Approved

**2. Review of Agenda Items**

Meeting will stay short. Table major discussion items for a meeting with more attendance

**3. Announcements**

- FMP is getting pricing on alternative chair replacement options that cost less than \$10,000 for the 300 chairs that are used for extra seating for events. We will consider options to fund this out of our operating budget this year if possible. The chairs need to be here by the end of June if we do this. Not sure if this could happen. We are hopeful that we will replace the chairs this summer.
- Dumbleton is recommending that committee suggest that these chairs be placed out of service and possibly rent chairs for events if needed prior to replacement.
- FMP is moving forward with the replacement of the existing lighting fixtures in the Cottage Grove parking lots. The new fixtures will be LED type which will not need any maintenance for 20 years and save energy. Having reliable exterior lighting makes it safer.
- FMP is planning with an outside contractor to trim the trees at the Florence parking lot to improve lighting and also make it safer.
- Building 9 roof welding reinforcement and repairs were completed on the roof system. The crane system above the diesel tech area will be repaired and the hoist replaced to make it safer. Operators will also be trained and certified.
- A quarterly Fire Marshal and Fire Chief meeting will be held June 1. Jace Smith, Todd Smith, Greg Morgan, Dave Willis, Dawn Barth will all be meeting with the Fire Marshal and Fire Chief to discuss items of interest and how we can make the campus safer
- Smith reported that Public Safety's drug collection was successful.
- COPPS policy is now completely current online.
- KLCC is completing safety meetings and using the new satellite safety manuals.

**4. Action Items-**

On list

**5. Issues and Concerns**

- Wilkes is reporting an increase of patients with mental health issues being seen in the health clinic this year. Clinic staff is working to find the best ways to work with these patients and to meet their needs. Many different options are being explored at this time.

**6. Accident and Incident Reports**

FY11-58	FMP/HKP	Smashed fingers in can lid	Does lid tilt back? Follow up.
FY11-59	FMP/HK	Back strain	Simmons or Barth could help modify

FY11-60	Recycling	Finger cut	Follow up. Need more info
FY11-61	Hlth Prof	Cut arm	Issue has been fixed by contractor
FY11-62	FMP	Right shoulder injury	Make sure chair is in place
FY11-63	FMP/HKP	Fall	Need more info

#### 7. Building 4 updates

- Employees are still showing symptoms
- Now working with an OSHA consultant who will be doing additional testing and also reviewing the dental processes.
- Testing mercury levels

#### 8. Future Agenda Items:

1. Hazard worksheet review and possible re-development
2. Review FMP safety work orders and prioritize.
3. Developing a culture of safety on campus
4. Ensuring that quarterly building inspections take place.
5. Handrails
6. Map to track incidents/accidents- GIS
7. 801's and Incident/Accident Forms
8. Public safety staffing
9. Brainstorm session
10. Website updates
11. Review of Safety Policy
12. Waste disposal procedure on COPPS

#### ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Safety training document.	Email to committee for discussion at March meeting- Has been emailed. Committee will review.	April	Dumbleton/Barth	
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.	
Getting trash to trash compactor is difficult for staff	Need to find better solution. Possible motorized cart.		Fazio- New area without ramp is under construction	
Update Safety Hazard Correction	Verify realistic time lines and process		Fazio and Willis	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
sheet				
Update Safety Charter			Dumbleton	
Outlet removed on north side of Center such that people will run cords across walk	Ask Len Heflin to submit a work order to have an outlet re-installed		Fazio-Summer project.	
Hand dryer in bldg 4 2 <sup>nd</sup> floor restroom is very loud	Investigate Implement Fix		Hayward	
Strain injury in foodservices	Provide Safety in Motion training to food services employees	10-1-11	Dillon, Simmons, Barth, Schwoerer	
Student injured at non-Lane work site during internship	Check in with Co-op to see if they do any pre-employment safety training with students		Dillon	
Employees experiencing building related symptoms in building 4	Improve exhaust. Have OSHA consultation-		Hayward.	
Child wandering in pond near longhouse	Check with insurance company regarding liability- Need to add a sign		Barth	