

LCC Safety Committee

Meeting Notes, May 16, 2012

1:00- 3:00 PM LCC16/ 211

REGULAR BUSINESS..... (10 min / 1:10)

Attendees: Wendy Simmons, Joan Aschim, Nancy Schwoerer, Dave Willis, Barbara Dumbleton, Elaine Eiler-Mough, Mark Richardson, Jyoti Naik, Darcy Dillon

Approval of April 2012 meeting minutes

Review of Current and Future Agendas: changes, additions

1. June Safety meeting – move to 2nd wed. 1-2:30pm, June 13, Barbara will reserve LCC16/211.
2. Handrails on campus: Center building- have north and south down, plan to create a list of handrails
3. Jen Steele will be here to discuss Safety and Wellness strategic direction at 2:10pm
4. Egress paths

Announcements:

Lane Family Day May 19

Lanestock- May 31, 2012, until 7pm

Gordon McDonald Building 7, safety inspector

Building 6, smoke vents not functional, vents repaired the best we can and now will have a fire watch in building

SAFETY..... (60 min. / 2:10)

Action Items List

1. Faculty representative – Dillon sent email to Salt, who said that Faculty must elect someone and we cannot just ask for a volunteer, he said he would raise the issue with Faculty
2. ***Add work order number to Accident/Incident Analysis Form – Darcy Dillon will take care

Employee issues and concerns:

1. CML Staff Exit signs blocked by directional signs – two have been identified. Dave asked for Work Order to be created. Nancy will forward email to Mark for work order creation
2. Garbage Can S3- lifting trash bags out vertically. Dave researching side access containers – hold 50 gallons. These are the outside containers. Mike Simms is currently working on a project to reduce the number of trash cans. Employee needs to make the conscious decision perhaps to split the load. Perhaps make the cans smaller.

Could they possibly use a dolly?

Dave suggests that we partner with Sanipac or waste management company.

Dillon suggested that we ask Dale Knight for assistance.

What types of gloves are they wearing?

Mark Richardson – hydraulic assisted lifting

Accident/ Incident reports

FY12-65: Slip on water on floor Back injury – Mark will do a work order to replace floor to a different material which is less slick

FY12-66: Meningitis exposure

FY12-67: Building 7 Loud air release sound scared – arm jerked Right shoulder pulled/strain

FY12-68: Building 16 entrance Lifting trash bag Right Lat/behind shoulder strain/right calf
FMP working on a solution

FY12-69: ALS/CEN 232 Hit knee and tripped over bench too close to door Dept will have bench removed/moved

FY12-70: Building 11 Trip on stairs Scraped right knee Work safer/use handrails

FY12-71: Bookstore Bridge of nose Mark Richardson will follow up with Tony Sanjume to see if there is a need for a work order

FY12-72: Building 14 Back (left-lower) Have Dawn Barth talk to Alyse about Safety Training for S3 department

TRAINING & DISCUSSION ITEMS (45 min / 2:55)

1. Safety & Wellness Strategic Direction: Jen Steele and Wendy Simmons: By Fall In Service create a map for the Safety Strategic Direction
Examples: Communication and Outreach, Projects

Barbara Dumbleton – the Safety Committee doesn't make policy and procedures

Dawn Barth – Emergency Response Team, Emergency Director is Greg Morgan
Wendy Simmons – Wellness, Mona Arbuckle
Jace Smith – Public Safety
Threat Assessment Team – Helen Garrett
Facilities Committee

Potentially get the ERT, Safety Committee and TAT to work on this

2. Handrails – develop list of locations where handrails need to be installed. Plan is to prioritize this along with other Summer work. Building 11 is next project to look at handrails.

New staircase being built on east side of Building 19

3. Slippery surfaces – is also a priority for the Summer

4. Vehicle stop stanchions – they need to be upright or removed they are a trip hazard
5. Roadway between building 1 and 19/2: need to install an access gate and also install speed bumps to slow traffic down- David wants done before start of Fall term.
6. Egress paths -obstructions in hallways- book cases, file cabinets. Safety hazard, against code. No one knows that it is against the code. Jyoti wants building inspector names so she can create a checklist. Jyoti will get with Dawn Barth. This includes trash cans. 60” in front of door where it swings and 48” on the back side of door.

Jyoti offered to walk around with each building inspector to review what they should be looking for.

Dave proposed to Jyoti to put together a plan for each building to walk around with fire marshal

Create awareness in users regarding best practice

TO DO LIST & SET NEXT AGENDA..... (5 min. /3:00)

June 13 meeting

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. Public safety staffing
5. Brainstorm session
6. Website updates
7. Building 4 updates
8. Handrail update –June
9. HR: SAIF report
10. LCC Safety Strategic Direction: Safety Committee Role
11. Safety in Motion