

Safety Committee Minutes

May 20, 2015

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

Barbara Dumbleton- Chair. Classified Representative
Elaine Eiler-Mough – Downtown Academic Campus
Jennifer Hayward – Facilities Management and Planning
Kevin Lewis – Faculty Representative, Chemical Hygiene Officer
Marleena Pearson – Health Professions Division
Mark Richardson – Facilities Management and Planning
Marie Sagaberd – Classified Representative
Nancy Schwoerer – Classified Representative
Wendy Simmons – Employee Wellness Coordinator
Jace Smith – Director of Public Safety

1. Approval of Minutes

April minutes approved.

2. Review of current and future agenda items

Today's agenda was approved. Future agenda items were discussed. Attendees agreed that Wendy would do a Safety in Motion training for the Safety Committee next year. Jennifer and Mark said that they will give IEQ updates on future agendas whenever requested and/or appropriate.

3. Announcements

- Mark announced that FMP is hosting fire extinguisher training tomorrow for new timesheet employees in FMP. Mark invited others to attend. It is in Building 7, Room 212K at 1 pm on Thursday, May 21st.
- Barbara announced that Marie Sagaberd is retiring.

3. Action Items

WHAT	WHO	BY WHEN	STATUS
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Fall 2015	This work will be completed by the contractor working on the Center Building project and will not be completed until late October 2015
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, will look into laminate or plastic slide in displays.
Ask county if they will install a crosswalk at Eldon Shafer jogging trail just 30 th Ave light.	Todd		FMP met with HPEA to discuss elimination of crossing at the end of Eldon Shaffer. They will be putting up signs to redirect to a safer crossing further away from the intersection.

WHAT	WHO	BY WHEN	STATUS
Revisit Hazard Communication plan	Jennifer and Todd		Will meet and develop a tentative plan
Ask Donna Zmolek who is coordinating Fall Inservice so we can see if we can handout safety brochures on everyone's chairs and make a safety announcement at the all staff meeting.	Wendy	June 2015	
Contact Joe McCully regarding student who hurt elbow at worksite. Ask him to redo accident form or have Patrick do it. Need to review safety in motion training that students get and make sure student understands them. Review job site procedures.	Sharon	June 2015	
Ask Barbara Susman to train people that a non-employee accident report needs to be filled out when a senior companion is hurt.	Elaine	June	
Discuss non-employee accident reports. Why is there no analysis required? Why are they routed to the health clinic	Barbara	June 2015	
Ask Custodial Services Manager if Marie's accident report was sent to HR	Jennifer and Marie	May 2015	

4. Issues and Concerns

- Wendy reported that an employee in Building 19 reported a toxic smell to her today and Wendy forwarded the report to Jennifer and Facilities. Jennifer responded.

- Elaine reported concern about DCA Titan Store employee counting money with homeless people around. Jace said that Titan Store employee should call Public Safety and an officer can be around while employee is counting money. Jace called officer at DCA and he said he'd check in with Marie tomorrow morning.
- Marie reported that people are drinking beer in the Building 5 lobby. Empty beer cans are in the lobby and bathroom trash cans.
- Elaine reported that a senior companion tripped on CLASS project barrier boards. They are difficult for older people to see because they are similar color to concrete. They need to be identified by orange paint. A non-employee accident report should have been filled out. Committee discussed that non-employee accident report procedure is unclear. There is no analysis required and it is not clear why the completed forms go to the health clinic. What does the health clinic do with the completed forms? Barbara will talk to Sharon Daniels about this.
- Marie reported that she fell over two months ago and form has not come to this committee yet. Jennifer and Marie will make sure that accident report was passed from FMP to HR.

5. ACCIDENT/INCIDENT REPORTS

FY15: Building 13 exterior walkway: Left shoe heel went through hole in exterior walkway. Back and shoulder sore. Twisted lower back and shoulder while bracing self to prevent falling. Mark said that FMP has fixed both areas and FMP is planning to replace all decking over the summer. Carpenters inspected decking and found a couple other soft spots that will be patched now.

FY15: Intense pain in elbow after lifting empty stock pot. Reached above head to grab pot. Saw doctor. Factors: employee was trained on proper lifting. Coordinator needs to review site. Need better analysis of what happened and how to prevent in the future. Counter measure: review lifting technique trainings. Make sure they are sufficient. Make sure student really understands them. Investigate site.

6. Office Safety Brochure

Nancy distributed information from SAIF including a slip, trip, and fall brochure and info on ergonomics including a self assessment worksheet. She proposed distributing these by handing them out on every chair at fall inservice. She also proposed seeing if Safety Committee could make a 90 second announcement at all staff presentation. Committee agreed that we should try to find out who is coordinating fall inservice and ask. Wendy said she would ask Donna Zmolek if she knows who is coordinating fall inservice. Pamphlets and handouts can also be at benefits fair. Barbara brought up doing a safety tip of the week in the Lane Weekly and having link to slip trip and fall brochure that is already linked on our website.

7. Vehicular Access to Center Plaza.

- Electric gate may be cheaper than electric bollard (\$1600). Can only go up in case of fire.
- Different kind of bollard – twist and it goes down. Twist it again and it lifts up. PadLock into place.
- Jace said that pad locking bollards are a concern because it makes fire department access more difficult.
- Is it critical to have the bollards? They become a tripping hazard.
- **Committee consensus: need to spend the money on electronic bollards or gate arms.**

NEXT MEETING

Wednesday, June 10, Building 16, Room 211, 1:00 – 3:00 pm.