

LCC Safety Committee

Meeting Notes May 21, 2014

1:00 – 3:00 PM LCC16/211

Attendees: Barbara Dumbleton, Marie Sagaberd, Nancy Schwoerer, Sharon Kimble, Elaine Eiler-Mough, Wendy Simmons, Mark Richardson, Kathy Raskin, Don Hine, Todd Smith, Karen Louise White and Sharon Daniel from HR.

REGULAR BUSINESS

1. Approval of April 2014 meeting minutes: approved
2. Review of Current and Future Agendas: changes, additions

Announcements

Active Shooter Drill will be held at the DTC building on May 28, 2014, between 10 – 11 am.

Active Shooter training will be held for the custodial staff on June 4, for the 5 pm- 1 am shift.

Sharon Kimble will be retiring in June, so the committee will need to find another faculty member for the committee.

Wendy presented documentation concerning e-cigarettes at the LCC board meeting. Nancy also read a statement on behalf of the safety committee, voicing the committees support for making e-cigarettes follow the current smoking policy here at Lane. The board has not made a decision yet so Wendy plans to speak again on this subject at the June 11 board meeting.

Action Items List:

1. R25 Live – Question was, can we add terms and conditions to the reservation system – Darcy has spoken to Alen Bahret about adding information to the website and yes it can be done. Jace has offered to collect and develop a draft of safety/ general information that might be added to the reservation request. Jace asked anyone to email him suggestions as to what information they think should be included. Jace will talk to Brian Kelly and ask for his input.
2. Safety Hazard Correction Sheet- needs to be updated – Todd Smith needs to decide if this is accurate and if it will be kept up. Ongoing.
3. Safety Committee Charter- Barbara Dumbleton working on
4. Bricks outside Building 2 – mats placed as a temporary fix – On going, a permanent fix will probably happen this summer.
5. Darcy will work with Brian from Saif and Mike ONeal, manager in food service, concerning safety procedures/training around the hot dog cart. Primarily concerns on lighting the gas BBQ grill; there

have been numerous burns to workers. Saif will also look at the loading dock area, outside the main kitchen; the area is often damp and greasy. Ongoing, not sure if SAIF has looked at the dock area or if Darcy has spoken to Mike Oneal, manager of food services.

6. placing of emergency informational cards in classrooms is ongoing. Sharon Kimble will work with FMP and Jace from Public Safety about specific information she feels is needed. Ongoing.

7. Building 2 – chip out of step, can't apply until weather is better, there is currently an orange cone in the middle of the steps; summer project.

8. Barbara proposed that the June meeting be rescheduled from June 11 to June 18, due to finals week.

Employee issues and concerns

Nancy informed committee that there will be lots of construction in and around the Center building this summer and to help pass the word for people to beware and to use caution. Center building including the food service operation will be open all summer.

Todd Smith spoke of his concern that staff/students driving electric carts drive too fast. Although FMP staff has some training in driving the carts it is unclear what other departments do. Barbara offered to draft a recommendation to send to Brian Kelly addressing training for electric carts.

Accident/ Incident reports

Appears that the “new” accident form still needs some refining. Sharon Daniel from HR will ask that they take another look at the form.

FY54:14 Person tripped and fell. Suffered head and neck pain, but refused medical attention at the time of accident; went to urgent care the following day. No need for action.

FY14:55 Person slipped and fell. No action required.

FY14:56 PS officer at DTC suffering from chest pains. Person suffering pain originally did not want anyone to call for medical attention. However over time an emergency 911 call was placed and person was sent to McKenzie Willamette Hospital. OSHA has been notified and public safety is working with them.

FY14:57 Back injuries. Person moving furniture by themselves. No medical help requested. Recommendation that staff ask for help when moving furniture or anything heavy.

FY14:58 Head injury, person was under the desk top (on floor apparently) and hit head in the process of trying to stand up. Went to the health clinic. No action required.

FY14:59 Injured shoulder. Person somehow had a heavy door close on their shoulder. No action required.