

**Safety Committee Meeting**  
**November 21, 2006**  
**3:00 – 4:20**  
**Building 16, Room 211**

**Attendees:**

Lynn Atkins, Facilities Management and Planning  
Mary Glenn, HR  
Jennifer Hayward, Environmental Specialist  
Wendy Simmons, Faculty Representative, Wellness  
Nadine Wilkes, Faculty Representative  
Sandy Ing-Wiese, Public Safety

**Minutes:**

**Review and approval of October 17, 2006 minutes**

The Safety Committee approved the October 17, 2006 minutes.

**Review of action items**

<b>Action Items</b>	<b>Status/Notes</b>
McConkey will put out a labeled container for used razor blade collection and e-mail staff to use it and train students.	
Glenn will update the Accident/Incident report per comments at meeting and send to Barth to put on internet.	Glenn reported that the accident report revision is in process. Will be done by next week to put on the HR and Safety Committee Web page.
Barth will upload the new form to the Safety Committee page when received from Glenn.	
Ruiz will work on assigning someone from FMP to be the rep for Building 12 (boiler room and Construction Tech/Biodiesel Area)	
Ing-Wiese will follow up with Steve Pruch regarding the Center Basement and Brian Kelly regarding Center first floor.	Ing-Wiese will follow up with Steve Pruch regarding the Center Basement and Brian Kelly regarding Center first floor. Wilkes will inspect the area until a new person is appointed.
Hayward will contact Rich Prill to see if he can do an IAQ evaluation at LCC.	<b>Done.</b> Awaiting response from Rich Pill.
Safety Committee will elect a new chair to replace Jennifer	
Knight will check with OrOSHA regarding use of Fire Marshall report as one of our quarterly safety inspections.	<b>Done.</b> The answer was no.

Dumbleton will resend the draft of the smoking recommendation to the committee. Simmons will strengthen the language in the previously written smoking recommendation and add in the results of the studies she found. She will send out to committee members.	<b>Done.</b> Simmons sent out a statement to add to the policy regarding recommendations on the LCC Smoking Policy. Simmons will send the recommendation of the LCC Smoking Policy to all committee members, Marie Matsen and Dennis Carr.
Atkins reports that there is a trades meeting scheduled for 10-18 and they will discuss wearing hard hats at that meeting.	Atkins discussed, at the recent trades meeting, wearing hard hats. Employees discussed the need to wear hard hats at times and will consider getting back into the habit of wearing his/her hard hat.
Ruiz will discuss with Grounds the possibility of moving the tiller to a more out-of-the-way location.	
Simmons is attempting to make contact with Andy McClure regarding an ergonomic assessment.	Glenn, Simmons and Knight met to review the ergonomics regarding the dumpsters. Glenn and Simmons are doing more research regarding the ergonomics and equipment needed.
Heating issues in TRIO office.	<b>Done.</b> Anna Scott is working on that.
Public Safety will email bollard key holders about the importance of replacing bollards immediately and the consequences of not replacing them.	Ing-Wiese is working on getting a list of who has keys.

### **3. DEQ technical inspection report from Hayward and brainstorming solutions**

The inspectors found some barrels without labels and some barrels kept open continuously. The Auto Body/Auto Paint area has open waste containers. Hayward will follow up with that department. DEQ recommended Jennifer do weekly inspections of our satellite waste collection areas and there are several areas throughout campus. Wilkes suggested Hayward get help from an intern or possibly from Mike Sims. The inspector will do a follow up in December.

### **4. Review accident/incident reports**

Form 1: Employee knew what to do to prevent future problems.

Form 2: Hayward will get safety glasses and a reminder sign. Atkins will look into better lighting for the area where the gas tank is located.

Form 3: Glenn will send the employee an email regarding the parking lot/patchy pavement accident.

Form 4: Atkins will look at the asphalt side walk leading to the entrance of Workforce Network and Building 19 in which the employee fell.

Form 5: Have managers sign the Accident Reports. Glenn will follow up with Form 5 for management signature.

Form 6: Ing-Weise recommended the speed decrease to 30 mph and is working on a policy for speed limits on campus in emergency situations.

### **5. Employee Suggestions and concerns:**

Employees alone on campus and issues of emergency situations, e.g. public safety employees is a concern. Ing-Wiese will look into getting “first alert” buttons that would directly connect with 911 for the officers. We will carry this discussion forward to the next meeting. Are there other job duties that could be done at night? It would take 1.5 additional officers to fill.

Glenn reported that chairs in the Forum were lacking in main support. Atkins reported that this had been corrected and he will follow-up on this.

Wilkes reported talking to an employee on the Facilities Council and has discovered that they deal with a lot of similar issues that we deal with. Could we perhaps work together? Glenn reported it's very cold in the Florence center. Atkins will let Glenn know when it will be resolved.

### **Action Items**

McConkey will put out a labeled container for used razor blade collection and e-mail staff to use it and train students.

Glenn will update the Accident/Incident report per comments at meeting and send to Barth to put on internet.

Barth will upload the new form to the Safety Committee page when received from Glenn.

Ruiz will work on assigning someone from FMP to be the rep for Building 12 (boiler room and Construction Tech/Biodiesel Area)

Ing-Wiese will follow up with Steve Pruch regarding the Center Basement and Brian Kelly regarding Center first floor.

Wilkes will inspect the Center first floor and basement until a new person is appointed.

Safety Committee will elect a new chair to replace Jennifer.

Simmons will send the recommendation of the LCC Smoking Policy to all committee members, Marie Matsen and Dennis Carr.

Ruiz will discuss with Grounds the possibility of moving the tiller to a more out-of-the-way location.

Glenn and Simmons are doing more research regarding the ergonomics for dumpster moving and equipment needed. They will contact Mike Ruiz and Andy McClure once a recommendation has been developed.

Public Safety will email bollard key holders about the importance of replacing bollards immediately and the consequences of not replacing them. Ing-Wiese is working on getting a list of who has keys.

Hayward will get safety glasses and a reminder sign for the gas tank.

Atkins will look into better lighting for the area where the gas tank is located.

Glenn will send the employee an email regarding the parking lot/patchy pavement accident to get a more specific location.

Atkins will look at the asphalt side walk leading to the entrance of Workforce Network and Building 19 in which the employee fell.

Glenn will follow up with Form 5 for management signature.

Atkins will let Glenn know when Florence heating control issue is expected to be resolved.

### **Future Agenda Items**

1. Should the Safety Committee make a recommendation that employees not be scheduled to work alone on campus?

**Next Meeting: Could we move December's meeting to the 5<sup>th</sup>?**