

**Safety Committee**  
**November 12, 2008**  
**12:30 – 2:30 pm**  
**Building 16 211**

**Attending:**

Dawn Barth, Emergency and Risk Management Analyst  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Mary Glenn, HR Representative  
Len Heflin, Classified Representative  
Nadine Wilkes, Faculty Representative  
Dave Willis, Director FMP  
Katherine Vos, Director Public Safety and Housekeeping

**Minutes:**

**1. Review and approve October 2008 meeting minutes**

Minutes approved.

**2. Changes or additions to current agenda**

No changes.

**3. Announcements**

Barth reported that her job title has changed to reflect the new reporting structure and to include new job duties. Her new title is Emergency and Risk Management Analyst. She is not the non -employee related liability insurance liaison for the college. She will be able to track accident/incident reports for non-employees and will report trends to the safety committee as needed.

Barth reported that Lane has joined with the Oregon University system in a new emergency alert system. It will likely be called Lane Alert and has the capability to notify students and employees of emergency situations on campus. The system will also be used for non-emergency situations as well and those situations will be more clearly defined during the implementation process.

Vos reported that Public Safety has purchased a megaphone that will improve communication capabilities on campus. The megaphone has a range on 1000 yards and has a foghorn on it as well.

Vos reported that Public Safety is testing a laser alert system that will be installed on campus entryways to keep the officers aware of persons entering campus after normal business hours. The system sends a wireless message to a handheld and a base station when the laser beam is crossed. Public Safety officers are still working on logistics and locations for the devices.

**4. Action item list**

Actions items were discussed and status is reflected in the table at the end of the minutes.

**5. Accident/Incident Reports**

#1: Employee slipped on melting ice: Committee recommends placing a mat on the floor to eliminate the slip hazard. Glenn will follow up.

#2: Auto Shop Air Hose Incident: Willis will check with auto shop regarding air hoses.

## 5. MPulse Training

Susan Tatar from FMP met with the committee and members present were trained to use the MPulse system for submitting and tracking facilities work orders.

### Future Agenda

1. Safety Training Matrix
2. Having a student representative on the safety committee
3. Review of OR OSHA Safety Committee Rules
4. Safety Committee Training

### ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Ensuring that corrective actions are completed	Update current minutes with old uncompleted action items from before July	11/12/08	Barth	
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned	<ul style="list-style-type: none"><li>• E-mail Greg Morgan this recommendation to remove microwaves from cafeteria and not replace them unless they are commercial grade, placed away from return air intakes, and have a cleaning strategy in place. She will "CC" the Safety Committee.</li></ul>	11/12/08	Dumbleton	
	<ul style="list-style-type: none"><li>• Write a work order to have the microwaves removed from the cafeteria.</li></ul>	11/12/08	Willis	
	<ul style="list-style-type: none"><li>• Ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract.</li></ul>	11/12/08	Willis	
Not all building reps & Safety Committee members have training on how to conduct building safety inspections.	Schedule and conduct building rep training for new building reps and new Safety Committee members.	11/12/08	Barth	
Employee splashed with chlorine at sewage treatment plant.	Submit a work order to have new procedures for working in sewage treatment area put into place.	11/12/08	Willis	
Employee fractured toe on stairs (reported in accident/incident reports that were reviewed at August 2008 meeting).	Check stairwell to ensure that there are not problems with a step.	11/12/08	Willis	
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures	11/12/08	Willis	
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Second-hand smoke causes health concerns for some employees.	<ul style="list-style-type: none"> <li>E-mail the draft Smoking Policy Task Force Charter to the full Safety Committee and ask them to review and provide comments.</li> </ul>	10/17/08	Simmons	
	<ul style="list-style-type: none"> <li>Review the draft Smoking Policy Task Force Charter and provide feedback to Wendy.</li> </ul>	10/31/08	All	
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis	Work order written as of 11/12
Lack of exterior lighting during dark early morning hours aggravates trip hazards between bus stop and Center.	E-mail <a href="mailto:facilitiesoffice@lanecc.edu">facilitiesoffice@lanecc.edu</a> to report the lack of exterior lighting.	11/12/08	Heflin	Work order written as of 11/12
Lack of paint striping in parking lot south of Building 16 creates dangerous traffic conditions for drivers and pedestrians.	Have painters do pedestrian striping in the parking lot south of Building 16.	11/12/08	Willis	Completed as of 11/12
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership.	<ul style="list-style-type: none"> <li>Contact Jim Salt to ask for appointment of 2 faculty reps.</li> </ul>	11/12/08	Dumbleton	Emailed as of 11/12
	<ul style="list-style-type: none"> <li>Contact Bob Baldwin to ask for appointment of 1 classified rep.</li> </ul>	11/12/08	Gamblin	
	<ul style="list-style-type: none"> <li>Contact OISS to ask for appointment of 1 instructional manager rep.</li> </ul>	11/12/08	Glenn	Will revisit
Many managers and supervisors are still not properly filling out accident/incident forms	Conduct accident/incident reporting training at Manager's Forum.	12/14/08	Barth	
Safety Committee may be out of compliance with OAR 437-001-0765 which states that employer and employee representatives shall conduct quarterly building safety inspections.	Determine whether we have an exception to conduct inspections the way we do. If no, the Committee should develop a plan for how to obtain it.	11/12/08	Barth	