

Safety Committee Minutes

November 16, 2011

1:00 – 3:00 pm

Attendees: Joan Aschim, Barbara Dumbleton, Rodger Gamblin, Mark Richardson, Nancy Schoewerer, Wendy Simmons, Nadine Wilkes

Review of Agenda: Added review of Work Orders.

Announcements: Jennifer reported on Building 1 & 4 IEQ.

Wendy reported January 31, 2012 Tuesday, 10:30-3:30. Dawn may need help at Safety booth. Wendy requested that people volunteer.

Review of Action Items:

- Safety Committee members to continue working on recruiting a new faculty representative.
- Barbara to contact Jace Smith and Dave Willis about procedure for facilities use by outside groups. Outside groups may need some sort of supervision and need to be informed about what to do in case of emergencies and other things like our tobacco free policy.
- Trash compactor moved.
- Wendy to contact Mike O'Neal about scheduling a Safety in Motion training for foodservices employees.

Employee Issues and Concerns:

Flies and bees in Ken Murdoff's office. 4th floor Center. Wendy will ask Ken to write a work order to have caulking fixed.

Employee Incidents/Accident Review:

FY12-32: Darcy to notify department that if employees are transporting things and can't see where they are going, they need to use a cart.

FY12-31: Dave W. to supply gloves and require people who are moving items to wear gloves.

FY12-30: Darcy to talk to Alyse Stone about filling out form better. Need better counter measures. Was employee standing up on something he shouldn't have been standing on? Should FMP put yellow and black safety tape or padding on the beam?

FY12-29: Mark will call Susan Carkin to get work order number and put the work order at a higher priority.

FY12-28: Joan will find someone to do a Weekly Announcement about requesting white board cleaner from Housekeeping. Only water should be used, not chemical.

FY12-27: Form complete. Good corrective measures.

FY12-26: Darcy to notify manager that he needs to put better counter measures in this report. He needs to talk to employees about work load and stress issues.

FY12-25: Not a Safety Committee issue. HR needs to follow up on this.

FY12-24: CML indicated they will to provide more box knives and safety training. No additional counter measure needed.

FY12-23: Appropriate counter measures listed.

FY12-22: Appropriate counter measures listed.

FY12-21: Darcy to notify manager that form needs to be filled out more completely. Was employee running? Were their stairs involved? Mark Richardson reported that FMP is putting reflective tape on steps around campus.

FY12-20: Appropriate counter measures listed.

FY12-19: Appropriate counter measures listed.

Review of Priority 1 Work Orders:

Mark reviewed priority FMP work including putting timers on equipment in Building 10 to prevent it from staying on and causing fire hazards.

Action Items

- Safety Committee members to continue working on recruiting a new faculty representative.
- Barbara to contact Jace Smith and Dave Willis about procedure for facilities use by outside groups. Outside groups may need some sort of supervision and need to be informed about what to do in case of emergencies and other things like our tobacco free policy.
- Wendy to contact Mike O'Neal about scheduling a Safety in Motion training for foodservices employees.
- Wendy will ask Ken Murdoff to write a work order to have caulking fixed in his office that is allowing flies and bees to get in.
- Darcy to notify MDTA department that if employees are transporting things and can't see where they are going, they need to use a cart regarding employee who tripped over student while carrying percussion instruments.
- Dave W. to supply gloves and require people who are moving items to wear gloves regarding employee who got bad splinter when moving table.
- Darcy to talk to Alyse Stone about filling out accident form better. Need better counter measures. Was employee standing up on something he shouldn't have been standing on? Should FMP put yellow and black safety tape or padding on the beam?
- Mark will call Susan Carkin to get work order number and put the work order at a higher priority regarding ripped carpet that caused accident.

- Joan will ask Houskeeping Coordinators to do a Weekly Announcement about how people should request white board cleaner from Housekeeping. Only water should be used, not chemical.
- Darcy to notify manager that he needs to put better counter measures in this report. He needs to talk to employees about work load and stress issues. This is regarding the incident report that an employee has chest pain and high blood pressure because of stress in the workplace.
- Darcy to discuss FY12-25 with Dennis and prepare and HR response.
- Darcy to notify Social Science manager that form regarding employee who had broken bone needs to be filled out more completely.