

Safety Committee Minutes

November 19, 2014

1:00-3:00 PM

Building 16, Room 211

Attendees:

Dennis Carr, Barbara Dumbleton, Nancy Schwoerer, Cpl. Mike Schneider, Jace Smith

Sharon Daniel, Russ Pierson, Todd Smith, Mark Richardson, Wendy Simmons,

Cathy Reschke, Marleena Pearson, Elaine Eiler-Mough, Marie Sagaberd

Saif- Bryan Burnette

1. September minutes approved
2. Dennis Carr presented to the committee; his recommendations for a "Chemical Hygiene Officer" (CHO).
There was a spirited discussion on this topic, with Dennis promising to contact OSHA by the end of the day, to help resolve this issue.
3. Barbara announced the next Safety Committee meeting will be Dec.10th at 1:00 with "Blood Borne Pathogens" and "Safety Charter "to be discussed. Elaine stated that the next **DCA** Safety /Building Ops Committee meeting is also on Dec.10. Elaine stated that the Fire Marshall will be there and invited anyone who wanted to attend to please come. Wendy said the Health and Wellness fair will be Jan. 28 2015 and invited Saif to attend.
4. Action Items

What	Who	When	Status
Safety Hazard Correction Sheets need to be updated	Todd Smith	?	For now Safety Hazard Sheets will be handed out as is to new employees
Safety Committee Charter	Barbara Dumbleton	Next Committee meeting Dec. 10 2014	On agenda
Bricks outside Bldg. 3	Mark Richardson	Postponed, to blend in with Center project	Dawn put mats down to help with slipping issue
Need better safety procedure regarding hot dog cart.	?	?	Still in review

Place emergency informational card in classrooms	Sharon Kimble / Todd Smith	In the works	
Ask county if they will install crosswalk at Eldon Shafer jogging trail at 30 th ave light	Russ/Todd	?	Conversations with the county are complicated. Would need a flashing yield sign?
Submit mobile cart training recommendation to Brian Kelly	Committee/Barbara		Todd will make recommendations to administration about procedures for mobile carts/ Jace will send out trainings
Stairs to Center building from second floor deck towards bldg. 12 have large chunk separated	COMPLETED		
Building 1 student activity area – loose and rippled carpet	COMPLETED		
DCA staircase	COMPLETED		
Need a process for inspecting equipment brought to campus	Todd/Mark	?	Todd said procedures need to be put in place to inspect all, (donated, purchased etc.)Equipment brought onto campus. Facilities to work on this
Alternatives for students/residents/staff At the DCA for when the elevator is inoperable	Elaine/Todd	?	Still working on a solution for the DCA community

5. Incident reports.

FY15: 15 employee moving boxes; strained lower back. Manager identified job safety training had taken place, the employee was in a hurry, there was proper equipment and was being used, but the employee wasn't using appropriate ergonomic methods related to proper lifting and twisting. Additional safety training will be provided

FY15: 16 Employee driving grounds cart and in passing a public safety vehicle, the cart's tail gate caught a gate wire and pulled the gate shut, causing it to hit the wheel of the public safety vehicle. No injuries reported; employee driving cart properly trained, but was in a hurry. Additional hazard recognition training will be provided

FY 15: 17 Employee walking from carpeted area to hard surface floor, employee slipped and fell. The carpeted area had recently been cleaned and was still damp. In the future, carpet extraction in high traffic areas will be done during campus closures and will allow more time for carpeting to dry; will use better signage when such types of circumstances exist in the future

FY15: 18 Employee strained right wrist due to long period of use in the dental clinic. Dean advised employee to take frequent breaks in the future should this be the case again

FY15: 19 Employee experiencing light headedness and dizziness. No environmental factors were determined to be at cause

FY15: 20 Cooperative education student lacerated index finger while hammering in a metal stake. The ground was very dry and hard; followed up with cooperative education coordinator to assure that proper safety training was in place. Student wasn't wearing gloves at time of incident

FY15: 21 Employee experiencing ongoing mental health and anxiety stress. Dean reviewed employee's workload assignment and duties being performed. Determined that employee was working within his workload. Dean will assist employee to stay within bounds of his assigned work

FY15: 22 Employee stood up at desk and tripped on computer wiring. It was determined that the under desk computer wiring had come unsecured from its' wired keeper. The wiring has been re-secured.