

## Safety Committee Meeting

November 20, 2013

Members present; Barbara Dumbleton, Nancy Schwoerer, Jace Smith, Wendy Simmons, Todd Smith, Don Hines, Elaine Eiler-Mough, Marie Sagaberd, Darcy Dillon, Jennifer Hayward, Jyoti Naik

October 2013 minutes approved.

### Announcements

Wendy – Wellness Fair coming up on Wednesday, January 29, 10-2:30 , Center for Meeting and Learning.

Jace Smith is the new director of Emergency Management. Jace will coordinate emergency management, compliance of fire drills for main campus , airport and Florence facilities. He is working on haz mat issues, signage for emergency phones, many have no signage at all. He will be bringing in outside experts to address procedures, tracking, etc.

Jace sees a collaboration between all groups and departments on the campus.

There will be an active shooter educational training in December in lieu of the regular December safety meeting.

Dale Knight from SAIF is retiring and we are waiting to hear who will replace him.

Todd Smith is currently standing in for Dave Willis, Facilities Director, who has left the college.

### Action Items

Blue directional signs for building 6 -lower level, hanging from ceiling- have been rehung, but not sure if they are really secure. On going issue of signs coming down do to windy conditions. Need follow up.

Propose that HR docs develop a system to track safety training of part time employees. Part employees need to know about emergency phones, where the phones are located, safety zones and evacuation procedures and routes.

### Emergency phones

Need a update list of red and blue phones as to where they are located. Public safety has been checking phones on a monthly basis. There are no safety phones in building 30 or the new Downtown Building, which is the newest building on campus . Need to develop a standard policy for safety phones. Help button are in classrooms??

Marie suggested that in each custodial closet a map of where the phones are located could be posted. FMP would be responsible for posting these maps.

GHS- global harmonization system is going into effect. This is a world wide standard on how chemicals are listed, what they are composed of, safety uses and the way chemicals are classified and used. FMP has a training CD on GHS. Saif is to provide a poster showing the new standardized hazards signs

#### Issues/Concerns

Marie reports there is almost no lighting around the Longhouse. Employees often dress in dark clothing and they are almost impossible to see. Custodial staff driving an electric cart came upon other staff suddenly and almost did not see them. Todd was notified and the problem has been resolved, lights are now left on around the Longhouse

#### Accident Reports

Darcy reports only 33 time loss days since July 2013.

#23- Piece of slag material went “under” **safety glasses** being worn in the welding department. Recommendation that wearing goggles or a full face protection shield might have been a better choice for protection. No action required.

#25- Repetitive motion on staff washing dishes. Saif is addressing this problem and will make recommendations.

#26- Staff slipped on wet floor. Work order 105650 has been issued to modify the shower stall.