

Safety Committee
November 18, 2009
1:00 – 3:00 pm
Building 16, 211

Attending:

Barbara Dumbleton, Classified Representative
Dawn Marie Barth, Emergency and Risk Management Analyst
Rodger Bates, Management Representative
Rodger Gamblin, Classified Representative
Mary Glenn, Human Resources
Jennifer Hayward, Sustainability Coordinator
Len Heflin, Classified Representative
Dale Knight, SAIF
Nancy Schwoerer, Classified Representative
Wendy Simmons, Wellness Coordinator
Robert Thompson, Faculty Representative
Nadine Wilkes, Faculty Representative

Minutes:

1. Minutes from August and October meetings.

Approved as written.

2. Announcements

Barth announced that she will be conducting a building evacuation drill in buildings 4 and 5 on Wednesday November 25th. This will be the first in what will be regular drills to fulfill state and federal requirements. CERT volunteers will be used to assist in the evacuation.

- A reminder was given to be sure that the message gets to the workers on the Health and Wellness site.
- Also, reminders to Todd Lutz and Rick Williams who are managers over departments that meet in the building.
- The safety committee will discuss at the next meeting to see how it went.

3. Issues and Concerns

- Cashiers in the cafeteria met with Wendy Simmons to evaluate work-stations. They will be educated in better ergonomic practices and will be getting new chairs to improve the situation.
- Parking lights in lot L did not come on recently. Lights are programmed to go on and off. Anna Scott or electricians should be contacted if not working properly. Dumbleton will follow up
- Bates reported that a work order became an incident report as a safety concern was not completed timely. An electrical switch needed to be repaired. Employee came in to contact with exposed wires which caused an incident. It was advised that Bates tag the work orders with safety so that they are given higher priority.
- Thompson reported that the new grooves in the pavement go all the way to the sidewalk which leaves no room for bikes to safely travel. Thomposon will follow up with Dave Willis.

4. Review of Action Items List

See action item list.

5. Review of Incident/Accident Reports

Only reports for which appropriate counter measure were not listed are summarized. All other reports had appropriate counter measures.

- 11-09/02 Send back for more information
- 11-09/03 Submit a workorder to have the grooves painted to improve visibility

- 11-09/04 Barth will talk to Vos about the training that was done- include hold rail, angle on steps

6. **Safety as a Core Value**

- Gambelin reported to the committee that he and Bob Baldwin had met with Kate Barry. In the meeting it was suggested that Safety be included in the list of Strategic Directions for the college because this is something we are already working on this year. The core values are not.
- Bob Baldwin has been working on 4 bullet points to cover in the value.
 1. OSHA Type
 2. Public Safety
 3. Other comparable areas (i.e. are we as safe as others in similar circumstance)
 4. Emotional safety in workplace – not berated, outbursts etc.
- Barth reported that Greg Morgan had suggested resending the safety policy, that the committee had drafted that still is not approved, to the college council.
- Dumbleton recommended that we suggest that the policy we wrote cover the Safety Committee function only. The hold back came from the college council opinion that the policy was not broad enough. Dumbleton stated that if college wants a bigger policy then it should be college responsibility to draft it.
- Question was posed whether we should proceed with the direction of having safety as a strategic direction or wait and continue to request it be a Core Value
- Dumbleton would like to get training on fostering a safety culture at the institution.
- Heflin commented that it is difficult to achieve because of the diversity of jobs at Lane. We all have different perception based on what we do. We need to have one value of safety for all. Have it be all inclusive; lighting, water, electricity, etc.
- Knight agreed that everyone has their own perception of risk based on history. Ethics, diversity etc. all come in to play and need to be addressed. Safety culture needs to be behavior based. If it is less than a value it is just a priority and priorities change. We need to hold people accountable and celebrate success.
- Glenn asked if Knight can provide examples of other places with safety as core values.
- Knight agreed to provide some examples.
- Barth asked if this is an issue that needs to be continued in the safety committee or if the need is being met with other committee's. We do not want to have a duplication of effort.
- Dumbleton suggested that the committee focus on developing a culture of safety.
- Next Steps
 1. Dumbleton will resend the safety policy to Morgan
 2. Look for training for safety committee on safety culture.

7. **Future Agenda Items:**

1. Review FMP safety work orders and prioritize.
2. Ensuring that quarterly building inspections take place.
3. Review safety committee input on West Entrance ADA ramp.

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
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	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety training requirements are not well understood or documented.	Send safety training matrix to managers and post of safety committee webpage.	8/13/09	Barth	
People ride skateboards and bicycles on inner-campus.	Post signs at campus entrances indicated that skateboarding and bicycle riding are not allowed on inner campus.	12/10/08	Willis	Work order written as of 11/12
Safety committee needs two faculty members.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	
Clarification needed regarding when employees need to report presence on campus.	Notice needs to be sent to Lane Weekly to clarify.	3/11/2009	Vos	
Employees are concerned about goose waste from the athletic fields being tracked into buildings and causing a health hazard.	Committee will monitor situation. PE will provide sanitizer and towels to people coming in off the fields.	On going	All	
Recycling workers may be transporting barrels that are too heavy on hand trucks.	Hayward will discuss these issues with Recycling and work with them on corrections.	8/13/09	Hayward	
Need to know process for adding Safety to the list of Lane's core values.	Barth will talk to Greg Morgan or Tracy Simms.	7/8/09	Barth	
Increase in student worker injuries immediately preceding the classical cuisine dinners. It seems that the cause is the rushed atmosphere and the desire to get good grade.	Schwoerer will see that safety procedures are reviewed with the students prior to the event to encourage them to use knives safely.	Fall 09 and ongoing	Schwoerer	
People using back alcove at KLCC as a bathroom.	Submit work order to have motion sensor light installed.	8/13/09	Hein	
Employee cut hand when reaching into a tool bucket.	Have tool organizer in/around bucket	8/13/09	Vos	
The next regularly scheduled meeting falls on Veterans Day.	Send notice out to committee that next meeting will be November 18, 2009 & schedule room.	10/23/09	Dumbleton	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
<p>Health concerns in Auto Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area.</p> <p>a. People spraying primer in the Auto Body area (not in the spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that do not have any respiratory protection.</p> <p>b. People welding not under fume hoods. No special ventilation for the welding.</p>	<p>Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.</p>	November 2009	Bates	
<p>Instructors do not understand that they cannot require students to have notes to be excused from class for having flu-like symptoms</p>	<p>Submit a Weekly notice and will ask the Torch to write an article.</p> <p>Ask Kate Berry to put out a notice to Division Deans.</p>	November 2009	<p>Wilkes</p> <p>Brew</p>	
<p>Safety concerns with new ADA ramps in the west entrance.</p>	<p>E-mail specific questions regarding safety concerns to Safety Committee.</p> <p>Review ramps provide feedback.</p>	November 2009	<p>Willis</p> <p>Committee</p>	
<p>Concern about safety of hazardous waste disposal procedures.</p>	<p>Draft a hazardous waste disposal procedure for Safety Committee review.</p>	January 2010	Hayward	
<p>Most buildings are not being inspected quarterly.</p>	<p>E-mail tracking spreadsheet to Safety Committee for discussion at November meeting.</p>	November 2009	Dumbleton	