

**Safety Committee Meeting
November 17, 2010
1:00 pm – 3:00 pm
Building 16, Room 211**

Attendees

Mona Arbuckle, Guest
Rodger Bates, Manager, Health & PE
Ruth Bichsel, Faculty, Social Science
Darcy Dillon, HR Manager
Barbara Dumbleton, Classified, Science
Angela Fazio, FMP
Jennifer Hayward, FMP
Don Hein, Manager, KLCC
Nancy Schwoerer, Classified, Foodservices
Wendy Simmons, Wellness
Nadine Wilkes, Faculty, Health Clinic

Announcements

Barbara will not be at December 15 meeting. Jennifer will facilitate.

Approval of October 2010 meeting minutes

Moved to December meeting.

Action Items List

Action Items from October meeting will be reviewed at December meeting.

Employee Issues and Concerns

A Safety Committee member reported that the wood pathway connecting Building 30 & 5 gets slippery. People also feel like lighting is not adequate in this area at night. Cement with glass is slippery also. Members agreed that the situation should be monitored and considered for future action. [NOTE: Caution/slippery signs were subsequently posted at the wood pathway.

Public Safety reported to Barbara that an IEQ assessment had been done in Building 13 about a year ago. Higher airborne particle levels were found. Public Safety requested an air filter.

A couple people fell on steps in Forum classroom. Stairs were difficult to see, people were tripping. FMP put colored masking tape on steps so that people could see them better. One or more of these incidents happened outside of normal business hours. Safety Committee discussed how to handle accidents and incidents that happen on weekends. Often non-LCC organizations reserve LCC spaces. How do they know what to do in case of emergency? Is there always an LCC person who is responsible for outside organizations that hold events here? Should every room have an "in case of emergency" poster? Rodger will bring this up at the Dean's meeting. "Facilities: Scheduling" Procedure may need to be updated.

Accident/Incident Reports

Follow up from October reports

Angela and Darcy reported on follow up on two of the reports reviewed at the October meeting.

- Spider bite: Discussed whether employee should wear gloves to protect against spider bites. Angela will relay this suggestion.
- Trip in Housekeeping: Housekeeper tripped in dark. College needs to supply all housekeepers with headlamp. Angela to follow-up with Katherine Vos.

Action Items

1. Jennifer to follow up with Public Safety on their request for an air filter.
2. Angela to e-mail Katherine with Safety Committee recommendation that college supply Housekeepers with headlamps. E-mail will also ask Katherine to confirm that Housekeepers have been provided flashlights and instructed to use them.
3. Rodger to discuss updating the "Facilities: Scheduling" procedure at the Dean's meeting. Concerns include Accident/Incident reporting, LCC supervision, LCC liability, cleaning facilities for classes.
4. Barbara and Angela to consolidate list of handrails that are safety concerns for Safety Committee to prioritize. Angela to provide cost estimates for top priority items.