

## **Safety Committee Minutes**

**November 18, 2015**

**1:00 – 3:00 pm**

**Building 16, Room 211**

### **Attendees:**

Barbara Dumbleton- Chair. Classified Representative

Jennifer Hayward – Facilities Management and Planning

Brian Kelly- Vice President of College Services

Wendy Simmons- Wellness Coordinator

Jennie Lynn Scott- new member replacing Marie Sagaberd who is retiring

Nancy Schwoerer-Classified Representative

Lisa Rupp- Public Safety Officer

Jace Smith – Director of Public Safety

Elaine Eiler-Mough- Classified Representative

Todd Smith – Facilities Management and Planning Director

Brian Burnett- SAIF Representative

### **1. Approval of Minutes**

August minutes approved.

September minutes approved

### **2 Announcements**

- Wendy Simmons announced that the Winter Wellness Faire will be Tuesday January 26, 9 am. – 4 pm. In the CML. Theme for this year is preparedness and wellness.
- Barbara announced that Mike Sinnis will be joining the safety committee next month as a new member.

### **3. Action Items**

<b>WHAT</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>STATUS</b>
Non emergency procedures for helping people down from upper levels when elevator is not working.	Facilities Safety committee Public Safety Dawn Barth?	?	Need further discussion of how to resolve the issue.
Cleaning of wall surfaces underneath hand dryers	Nancy and Jennie Lynn		Will ask housekeeping to use a sanitizing solution to remove mildew and mold that grows on the walls underneath the dryers

Hand dryers in men's locker room	Todd Smith	Complete	Worked with manufacture to remove faulty unit; no further action is required
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#### **4. Issues and Concerns**

- Steps leading up to Public Safety office have pooling water, it was suggested that holes may be drilled to allow water to drain. Facilities will take a look to see what the best remedy is.
- Elaine from the downtown facility reports that exhaust fumes from trucks idling behind the building are coming into the offices. Todd said he will look into who is allowing trucks to idle unnecessarily.
- Elaine is concerned that the PS office at the downtown facility is not set up so officers can see who is behind them when seated at their desk. Jace Smith feels the office is fine; it is used primarily for private conversations, looking at secure and confidential information. Jace will ask officers to notify the main campus office when they are away from the reception desk.

#### **5. ACCIDENT/INCIDENT REPORTS**

- #13- Health Clinic, needle stick. Brian from SAIF would like to find out the exact cause of accident so it can be prevented in the future. Manager needs to remind staff about safety procedures and why it is important to follow the procedures. Brian suggested that perhaps a safety training review is in order. Sharon Daniels from HR will contact John Bauman to see if he can tell more about the actual cause of the accident.
- #16-IT department- recommend that a review of correct/preventative ways to lift items, bending and kneeling.
- #17- awareness issue. NO action required
- #18- Need more information about this accident. Have Sharon Daniels contact Chef Tim Hill for more information. In the meantime FMP will look at steps around building 2 and 3.
- #21- Tripped on table leg. Need to know if table leg actually extends beyond the table edge.
- #22- Cut finger on table. Facilities will follow up to see if work order is completed.
- #23- FMP worker exposed to chemicals due to faulty equipment. Old equipment has been taken out of service. Facilities will let staff know that they can shower at the downtown facility if exposed to chemicals. This worker actually drove himself home to shower, concern is that his vehicle might have become contaminated.
- #24- Tripping. No handrail on step area. Facilities will look at steps around Center building and see if a railing is needed. Further discussion on this.
- #25-Slipped on turkey droppings. There is a Lane policy about attracting wildlife on campus but it is not published. Suggest that a reminder be put in the weekly newsletter.
- #26- Staff need to review how to safely adjust desk chairs without injuring themselves.

- #27- Need a follow up from HR. Employees in this kind of accident/injury need to go to the health clinic for evaluation before driving themselves off campus. Brian from SAIF offered to hold an safety training review for this department.
- #28- Bookstore. It has been noted that the bookstore has a habit of blocking and cluttering the aisle in the back store room. Employees need to be aware of items that block pathways. Not sure who needs to follow up on this.
- #29- No action required
- #30-Suggested that Saif hold a refresher safety course.  
Awareness issue.
- #31- No action required.

Next meeting Wednesday, December 9.

#### **NEXT MEETING**

Wednesday, September 17 19, Building 16, Room 211, 1:00 – 3:00 pm.

## AUGUST 2015 MONTHLY ACCIDENT REPORT SUMMARY

Safety Log #	Date	Department Name	Department Org	OSHA Log	Accident/Incident	Location	Injury	Countermeasures	Follow up	Completed?
FY15-44	5/14/2015 SSS		285001	2015-7	walking up steps and felt sharp pain in right knee	Stair steps between 10 & 12	right knee strain	None	done	
FY15-50	5/27/2015 Custodial Service		220100		Cleaning men's restroom; pulled toilet paper roll from dispenser, hit right hand pinkie	Upper Building 11	sore; no cuts, bruising, strain or break	Employee was in hurry; will evaluate dispenser	checked in with Heath; cannot change dispensers	
FY15-51	5/1/2015 Custodial Service		220100		employee walking and suddenly fell	Upper Building 5	rug burn, skin pulled from right hand finger	evaluate shoes, evaluate carpeting transition	checked in with Heath	
FY15-53	6/10/2015 FMP-Painting		220400	2015-12	Pulled hose of power washer	KLCC-exterior	hematoma	use appropriate equipment; slow down; was in a hurry to complete due to permit timeline	WC	
FY16-1	7/7/2015 FMP		220010		picked up board dismantling patio	patio between bldg 2 & 4	punctured finger with rusty nail	Assure we have proper sized gloves	Jennifer Hayward	done
FY16-2	5/13/2015 Science		691001		Noxious Smell caused by burnt CFL in a lamp	LCC16/156	Sore throat; headache; bad taste in mouth	All CFLs were removed and replaced	Mark Richardson	done
FY16-3	5/13/2015 Science		691001		Noxious Smell caused by burnt CFL in a lamp	LCC16/156	bad taste in mouth	All CFLs were removed and replaced	Mark Richardson	done
FY16-4	7/14/2015 Early Childhood Education		546100		Child ran into her from behind; fell forward landing on knees and hands	Building 26; Starfish class	skinned knees/pain in hands/arms	Review protocols in classroom; instruct children that running isn't allowed	Sue Norton	done
FY16-5	7/22/2015 SSS		2185001	2015-13	EE was retrieving the recycling bin behind a wooden sign; as she turned around, she walked into the sign	Between buildings 3 and 5	Bloody noses, bruises are nose, eyes and cheeks	Relocate the recycling container	Recycling crew	done
FY16-6	8/6/2015 CML		451100		Washing dishes; felt sharp pain in thumb.	Building 19, Room 114 - Dish bay	strained thumb	Review protocols	Sharon	8/17/2015
FY16-7	7/30/2015 CML		451100		Moving tables; lid covering a hole was pulled off by table leg; employee stepped into it	Learning Garden	Twisted ankle; sore thigh/calif muscle	Need better visual warnings for potential trip hazards	Tim	Done