

Safety Committee

Oct 16, 2013

1:00 – 3:00 pm

Building 16

Attending:

Joan Aschim, - Public Information Officer

Dawn Marie Barth – Emergency and Risk Management Coordinator

Darcy Dillon- Human Resources Manager

Barbara Dumbleton- Classified Representative

Elaine Eiler-Mough – Downtown Academic Campus

Jennifer Hayward – Sustainability Coordinator

Don Hein – Management Representative

Brian Kelly – Vice President of College Services

Jyoti Naik – Campus Architect

Marleena Pearson – Health Occupations

Marie Sagaberd – Classified Representative

Nancy Schwoerer – Classified Representative

Jace Smith – Director of Public Safety

David Willis – Director Facilities Management Planning

September minutes approved

Announcements

- Barth announced that she is not able to prepare a display for the benefit fair. Unless someone else can do this, safety committee will not participate this year.

Issues and Concerns

- Pearson reported a loose sign in bldg 4 that repeatedly gets blown down by the wind. It needs new type of fasteners. Update: signs have been rehung but not a long term fix. They need a different type of fastener as the blue sign material is at risk to break again. Willis will submit work order to come up with new method of hanging signs.

Accident and Incident Reports

FY14-16	DH Clinic	Needle Stick	SAIF follow up
FY14-17	Science	Lung dust reaction	Need Better cleaning practice
FY14-18	HR	Forearm bruise	Awareness
FY14-19	Cust Svc	Finger Cut	Replace Blade sooner/New tool
FY14-20	Public Safety	Nausea Headache	Ongoing assessment odor
FY14-21	HPEA	Fall/wrist	Awareness
FY14-22	HP	muscle control	Non-work related

Discussion Items

Training for part time employees

- Smith- possible document exists? Bill Schuetz ongoing project
- Dumbleton – Science has practice of training but no documentation
- Willis – Safe Colleges makes it so easy to track – just need to use it more.
- Dumbleton – need to have dept specific info too. i.e. Where shutoff valves are etc.
- Managers need to be made aware of need for training
- Smith- a possible template would be helpful to managers
- Dillon – A checklist of trainings is currently in the HR forms library
- Proposed that Dillon and Kelly take the existing list to ET.

Fire Drills-

- Smith – we need someone to take ownership of these. Find out what our requirements are.
- Barth will check with Ron Cutter – our insurance agent to see what other colleges are doing.

Future Agenda Items:

1. Hazard worksheet review
2. IEQ updates
3. Safety in motion- 4 modules
4. SAIF Report
5. Wellness Fair Possible participation

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Outside vendors using our campus without knowledge of safety practices	Provide information at the time of scheduling		Bates will follow up at the Deans Meeting Alen Bahret working on a link of documents. Committee will make recommendation on content Sub-group of Bates, Barth and Smith will work on this.	On-going
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	
Update Safety Charter			Dumbleton	
S3 Back strains when helping clients in restroom	Contact S3 Director		Dillon	
Online accident forms	Review Process		Dillon	

Slippery Red Bricks need treated	Contact Mark Richardson	Aschim
Fire drill requirement	Contact Ron Cutter	Barth
HP Blue signs	Need new way to hang	Willis
Scraping tools	Sharps container – new tools	Willis/Heath Pearce
Employee training	Current list to ET	Dillon / Kelly