

**Safety Committee Meeting**  
**October 16, 2007**  
**3:00 – 5:00 pm**  
**Building 16, Room 211**

**Attending:**

Lynn Atkins, Facility Management and Planning  
Dawn Marie Barth, Health and Safety Specialist  
Barbara Dumbleton, Classified Representative  
Mary Glenn, Human Resources  
Sandy Ing-Wiese, Director of Health and Safety  
Nadine Wilkes, Faculty Representative  
David Willis, Director of Facilities Management and Planning

**Guest:**

Dale Knight, SAIF Representative

**Minutes:**

**1. Review and approve September 2007 meeting minutes**

Minutes were approved

**2. IAQ Visit**

- Wilkes will resend the email with the list of buildings suggested for evaluation.
- Simmons and Hayward will be part of the walk around with Rich Prill
- Hayward will contact unions regarding the walk around.
- Dave Willis and Union Reps may need to be involved.

**3. Safety Policy**

- College council is reviewing the safety policy.
- Dumbleton shared an email from Bob Baldwin, Classified Union President, regarding public safety practices not being included in the Safety Policy.
- Committee discussion concluded that the safety committee is not involved in department specific areas. The focus is on overall employee safety and OSHA compliance.
- Dumbleton will contact Bob Baldwin with this information.

**4. December Safety Committee Meeting**

- Meeting will be held on December 4<sup>th</sup> from 2:00 – 4:00 pm.
- All meetings will be from 2:00 – 4:00 beginning with Nov. 20<sup>th</sup> meeting.
- Barth will check R25 for scheduling of room

## **5. Recent OrOSHA inspection**

- Atkins will mail copies of the inspection report.
- There are only 3 items outstanding from the inspection
  1. Oxygen cylinders outside building 11
  2. The electrical cabinet in building 6 does not close properly
  3. Jewelry lab grinder
    - Decision was made to tag this out until it is repaired.

## **6. Accident and Incident Reports**

- General comment Wilkes- It appears that forms are still not being completed properly. They are not showing proactive plans to prevent repeat incidents.
- General comment Willis- FMP is developing a training plan for employees for the next year.
- Log # 8215- Shows no identified factors that contributed to the accident. All accidents should be preventable. These factors need to be identified.
- Ing-Wiese suggests sending a reminder to staff to take their sick and leave time when it is needed. This will cut down on accidents resulting from being impaired due to illness and fatigue.
- Willis will draft a notice for the Weekly.
- Glenn suggests that a training should be done at Managers Forum on proper completion of the forms.
- Ing-Wiese will train the IT manager's on proper completion of form. Lutz and Pruch.

## **7. Smoking task force: Wilkes**

- Group has met to discuss plan. Included Wilkes, Wendy Simmons and Alen Bahret. Others were invited but did not attend.
- They followed up on concerns raised at previous meetings.
- Tried to get a campus survey done but it was turned down by upper management with FERPA reasons cited.
- There was not cost involved in conducting the survey so it is unclear why there was not a work around available.
- Can the task force move ahead without the safety committee?
- Committee decision is that this issue is a task force issue, not a Safety Committee issue.

## **8. Action Items**

- Wilkes will resend the email with the list of buildings suggested for evaluation in IAQ
- Hayward will contact unions regarding the IAQ walk around
- Dumbleton will contact Bob Baldwin with information regarding the Safety Committee not being responsible for department specific policy.
- Barth will check R25 for scheduling of room with new time.
- Atkins will make sure Jewelry grinder is tagged out.
- Ing-Wiese will train the IT manager's (Lutz and Pruch) on proper completion of accident/incident form.
- Glenn will arrange a training at Managers Forum on proper completion of the forms.

Next meeting: November 20, 2007 Building 16, Room 211