

Safety Committee
October 8, 2008
12:30 – 2:30 pm
Center 447

Attending:

Barbara Dumbleton, Classified Representative
Dale Knight, SAIF
Rodger Gamblin, Classified Representative
Mary Glenn, HR Representative
Jennifer Hayward, Sustainability Coordinator
Len Heflin, Classified Representative
Wendy Simmons, Wellness Representative
Dave Willis, FMP Representative

Minutes:

1. Review and approve September 2008 meeting minutes

Minutes approved.

2. Changes or additions to current agenda

No changes.

3. Announcements

Simmons distributed a draft of a draft Smoking Policy Task Force Charter. Members agreed that Dennis Carr should be the sponsor rather than the Safety Committee.

ACTION: Simmons will e-mail the draft Smoking Policy Task Force Charter to the full Safety Committee and ask them to review and provide comments.

ACTION: All members to review the draft Smoking Policy Task Force Charter and provide feedback to Wendy.

4. Action item list

None of the action items from the last meeting had been completed. Member's discussed the action item: Wilkes will contact Mary Glenn to discuss ways to get the reports to the Safety Committee more efficiently.

Glenn said that when she is unavailable on a meeting day, Wilkes or Barth may go to HR to pick up the reports from her or Heidi Chase.

The Committee voted to make an official recommendation to remove microwaves from the cafeteria and to only replace them with commercial grade microwaves, locate them away from air return vents, and only once a cleaning strategy has been put into place.

ACTION: Dumbleton will e-mail Greg Morgan this recommendation and will "CC" the Safety Committee.

ACTION: Willis will write a work order to have the microwaves removed from the cafeteria.

5. Employee issues and concerns

a. Heflin reported that another employee reported to him a "near-miss" involving a person skateboarding on inner campus. Members discussed that "near-misses" frequently happen with

skateboards and bicycles. There is a campus policy that there is no skateboarding or bike riding on inner campus, but it is not posted or promoted well.

ACTION: Dave will post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.

b. Heflin reported that exterior lighting has not been on when he comes to work at 6:30 am between the bus stop and Center.

ACTION: Heflin will e-mail facilitiesoffice@lanecc.edu regarding the lack of exterior lighting between the bus stop and Center.

c. Dumbleton reported that pedestrian walkway striping was not done in the parking lot south of Building 16 and now the previous striping is basically completely worn away.

ACTION: Willis will have painters do pedestrian striping in the parking lot south of Building 16.

6. Accident/Incident Reports

#1: Employee tripped on floor tile that is too high: Glenn reported that she submitted a work order to have the tile fixed. In the meantime, employees have placed colored electrical tape on the tile so that the level change is more apparent.

#2: Employee who fell off ladder: Willis reported that a new FMP procedure has been developed that required employees to have a ladder attendant when using an orchard ladder. Willis also said that FMP will place a label on orchard ladders that says that an attendant must be present to hold the ladder when in use. Knight suggested that FMP re-evaluate ladder safety training procedures.

7. Review OSHA Safety Committee and Safety Meeting Guidelines (revised)

Members reviewed OR OSHA Division 1, General Administrative Rules, 437-001-0765 Safety Committees and Safety Meetings. Members briefly discussed current membership of committee. The Committee is short two faculty representatives, one classified representative, and one instructional manager representative. The Committee decided that Wendy Simmons (Wellness) should be an appointed (management) representative rather than a faculty representative. The Committee also briefly discussed whether to have a student representative. It is not required, but might be something we want to discuss in the future.

ACTION: Dumbleton to contact Jim Salt to ask for appointment of 2 faculty reps.

ACTION: Gamblin to contact Bob Baldwin to ask for appointment of 1 classified rep.

ACTION: Glenn will contact OISS to ask for appointment of 1 instructional manager rep.

ACTION: Barth to do accident/incident reporting training at Manager's Forum.

It was noted that our Safety Committee doesn't do a very good job with ensuring that Committee recommendations are fulfilled, partly because we don't always track action items/recommendations from month to month until they are done. Members agreed that we should have a table at the end of all of the minutes that lists the safety issue, corrective action, due date, and person responsible. Items should stay on the list until they are completed.

On page 4, section 6, Knight pointed out that Lane's procedures for conducting workplace safety and health inspections don't currently require that "employer and employee representatives" conduct the inspection. We just have one person who is a building rep conducting the inspections. Knight noted that

the Committee should obtain an exception in writing from OSHA (if we don't already have one) for doing the inspections the way we do them.

ACTION: Barth to determine whether we have this exception. If no, the Committee should develop a plan for how to obtain it.

Future Agenda

November Meeting Agenda:

1. Impulse training.
2. Review of OR OSHA Safety Committee rules.

December and/or beyond:

1. Safety Training Matrix
2. Having a student representative on the safety committee

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible
Ensuring that corrective actions are completed	Update current minutes with old uncompleted action items from before July	11/12/08	Barth
Microwaves in cafeteria are not commercial grade, are positioned next to return air grills, and are not cleaned	<ul style="list-style-type: none"> • E-mail Greg Morgan this recommendation to remove microwaves from cafeteria and not replace them unless they are commercial grade, placed away from return air intakes, and have a cleaning strategy in place. She will "CC" the Safety Committee. 	11/12/08	Dumbleton
	<ul style="list-style-type: none"> • Write a work order to have the microwaves removed from the cafeteria. 	11/12/08	Willis
	<ul style="list-style-type: none"> • Ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract. 	11/12/08	Willis
Not all building reps & Safety Committee members have training on how to conduct building safety inspections.	Schedule and conduct building rep training for new building reps and new Safety Committee members.	11/12/08	Barth
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
Employee fractured toe on stairs (reported in accident/incident reports that were reviewed at August 2008 meeting).	Check stairwell to ensure that there are not problems with a step.	11/12/08	Willis
Volunteer got hurt with a power saw blade	Develop volunteer safety training and procedures	11/12/08	Willis
Safety training requirements are not well understood or documented.	Work on developing a safety training matrix.	11/12/08	Willis, Hayward, Dumbleton

Safety Issue	Corrective Action	Due Date	Person Responsible
Second-hand smoke causes health concerns for some employees.	<ul style="list-style-type: none"> E-mail the draft Smoking Policy Task Force Charter to the full Safety Committee and ask them to review and provide comments. 	10/17/08	Simmons
	<ul style="list-style-type: none"> Review the draft Smoking Policy Task Force Charter and provide feedback to Wendy. 	10/31/08	All
People ride skateboards and bicycles on inner-campus	Post signs at campus entrances indicated that skateboarding and bicycle riding are not aloud on inner campus.	12/10/08	Willis
Lack of exterior lighting during dark early morning hours aggravates trip hazards between bus stop and Center.	E-mail facilitiesoffice@lanecc.edu to report the lack of exterior lighting.	11/12/08	Heflin
Lack of paint striping in parking lot south of Building 16 creates dangerous traffic conditions for drivers and pedestrians.	Have painters do pedestrian striping in the parking lot south of Building 16.	11/12/08	Willis
Safety Committee is lacking members and is out of compliance with OSHA requirements for membership.	<ul style="list-style-type: none"> Contact Jim Salt to ask for appointment of 2 faculty reps. 	11/12/08	Dumbleton
	<ul style="list-style-type: none"> Contact Bob Baldwin to ask for appointment of 1 classified rep. 	11/12/08	Gamblin
	<ul style="list-style-type: none"> Contact OISS to ask for appointment of 1 instructional manager rep. 	11/12/08	Glenn
Many managers and supervisors are still not properly filling out accident/incident forms	Conduct accident/incident reporting training at Manager's Forum.	12/14/08	Barth
Safety Committee may be out of compliance with OAR 437-001-0765 which states that employer and employee representatives shall conduct quarterly building safety inspections.	Determine whether we have an exception to conduct inspections the way we do. If no, the Committee should develop a plan for how to obtain it.	11/12/08	Barth