

**Safety Committee**  
**October 17, 2012**  
**1:00 – 3:00 pm**  
**Building 16**

**Attending:**

Dawn Marie Barth, Emergency and Risk Management Coordinator  
Dennis Carr – Chief Human Resources Officer  
Barbara Dumbleton, Classified Representative  
Darcy Dillon, Human Resources Manager  
Jennifer Hayward – Sustainability Coordinator  
Don Hein – Management Representative  
Jyoti Naik – Campus Architect  
Elaine Eiler-Mough Downtown Center campus  
Marleena Pearson Health Professions  
Marie Sagaberd – Classified Representative  
Nancy Schwoerer – Classified Representative  
Wendy Simmons – Faculty Representative  
Jace Smith – Director of Campus Public Safety  
David Willis – Director of Facilities Management and Planning

Guest: Debby Ganser, Counseling Department

**1. September minutes approved**

**2. Announcements**

- Dillon will be sending an announcement in the Lane Weekly to remind employees of the safety committee meetings and to inform that they are open to anyone interested.
- Tomorrow is the Great Oregon Shakeout drill at 10:18 am. Objectives for the drill are to educate campus employees and students in proper earthquake safety as well as to test the campus wide annunciator system.

**3. Issues and Concerns**

- Dumbleton shared that the stairs on the West side of Center have some of the reflector stripes coming up. It has become a trip hazard. Willis said that a new product has been found and they will be using it on staircases. Dumbleton suggested that the remaining strips that are a trip hazard should be removed.
- Smith shared with the committee a product from “Whistles for Life”. They are emergency rescue whistles. It was suggested that we should provide some to employees on campus to improve emergency response. Discussion involved who would pay for them and how they will be distributed. Barth will follow up.
- Sagaberd shared that an outside vendor had rolled up some mats in the gym and then left the mats in a traffic flow area where it was a dangerous trip hazard. It is suggested that vendors be informed to consider safety when arranging equipment.

**4. Accident and Incident Reports**

|             |               |                  |                                |
|-------------|---------------|------------------|--------------------------------|
| FY12-13:13  | LLC           | Head/back        | Counter Measures in place      |
| FY12-13:14  | HPEA          | Shoulder         | Education-Report injury Immed. |
| FY12-13:15  | Food Services | Thumb            | Change gloves often            |
| FY12-13:16  | Flight Tech   | Head             | Under investigation            |
| Fy 12-13:17 | SBDC          | Elbow and wrist. | Education                      |
| FY12-13:18  | KLCC          | Toe              | Removed Items                  |

**5. Debby Ganser- Guest presenter on Mental Health First Aid**

- This is training to assist in initial moments of crisis until other help is available.
- Debby learned of this training after completing research during her sabbatical.
- Debby is currently a certified trainer.
- Would like to see 60-100 Lane staff trained each year.
- Would like Safety Committee support to get the program running if needed.
- Carr commented that this is a timely suggestion with the extra focus on the safety strategic direction this year.

**6. Dennis Carr- Safety Strategic Direction**

- Carr shared with the committee the working plan for the focus on the safety strategic direction this year.

**7. Future Agenda Items:**

1. Hazard worksheet review and possible re-development
2. Review FMP safety work orders and prioritize.
3. Developing a culture of safety on campus
4. Public safety staffing
5. Brainstorm session
6. Website updates
7. Building 4 updates
8. Handrail update –June
9. HR: SAIF report
10. LCC Safety Strategic Direction: Safety Committee Role
11. Safety in Motion

**ACTION ITEMS**

| <b>Safety Issue</b>  | <b>Corrective Action</b>                                   | <b>Due Date</b> | <b>Person Responsible</b>   | <b>Completed Date</b> |
|--|--|-----------------|---|-----------------------|
| 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<br>Alen Bahret working on a link of documents.<br>Committee will make recommendation on content<br>Sub-group of Bates, Barth and Smith will work on this. | On-going              |
| Update Safety Hazard Correction  | Verify realistic time lines and                            |                 | Willis  |                       |

| Safety Issue          | Corrective Action | Due Date | Person Responsible | Completed Date |
|-----------------------|-------------------|----------|--------------------|----------------|
| sheet                 | process           |          |                    |                |
| Update Safety Charter |                   |          | Dumbleton          |                |

|   |              |  |                             |  |
|---|--------------|--|-----------------------------|--|
| Building 3 107 outlet boxes are trip hazard | Remove Boxes |  | Dillon Submitted Work order | Meeting w/ PCA, OSHA Meeting w/ staff 9/8/11 |
| Stools needed for departments               | Order Stools |  | Dillon                      |  |