

# Lane Community College Safety Committee Minutes

Date: October 18, 2005

Time: 3:00 pm

Location: PE 206

## Members Present:

Dan Armstrong

Barbara Dumbleton

Mary Glenn

Jennifer Hayward

Don Hein

Sandy Ing-Wiese

## Business:

1. The Committee approved minutes for July 26, 2005.
2. Barbara Dumbleton and Jennifer Hayward will be co-chairs for the next year. Members agreed that the Committee will elect a new chair and co-chair every two years and that the chair's and co-chair's terms would be staggered by a year.
3. The Committee discussed the Safety Charter and Policy. A sub committee was formed. Jennifer Hayward, Dawn Barth and Mary Glenn will review, revise and bring a draft back to the Committee.
4. Sandy announced that Dawn Barth has been hired as the new Health & Safety Project Specialist. Dawn will be working half time and her duties will include taking minutes, updating the Safety Committee web page, assisting with building inspections, assisting with the recruiting and training of Building Representatives, and conducting new employee Safety Training Orientations. She will also join the Ergo Team to assist with worksite evaluations and distribute the Red Book to departments.
5. Sandy talked about the an incident command training that Randy Woods gave to the Executive Team. The training reviewed who is in charge during emergencies and the chain of command. Sandy will show the committee this power point presentation at our next meeting.
6. The Committee discussed goals for the coming year. The goals agreed upon are:
  - a. Obtain 80% or better attendance at every meeting. Commitment from the Safety Committee to make our monthly meetings a priority. If members cannot attend the meeting most of the time, they should ask the group that appointed them to find a replacement. If a member cannot attend a monthly meeting, s/he should let one of the co chairs know prior to the meeting.

- b. Develop a two-way communication system between facilities and the committee. Jennifer will follow up to see if Lynn Atkins can attend committee meeting for facilities.
  - c. Complete at least 90% of building inspections each term. Dumbleton suggested that if it is difficult to schedule an inspection because of the Safety Committee member's schedule, do not require a Safety Committee member to participate in the inspection.
  - d. Provide Training to all Safety Committee members. Develop training procedure.
7. Safety concerns:
- a. Slippery steps in the south parking lot continue to be a concern along with the whole south parking lot.
  - b. Unlocked door on the 4<sup>th</sup> floor to the roof has been resolved.
  - c. Air quality in the Atrium Bldg. downtown – air flow issues. City of Eugene has done testing and found a high skin cell count, which indicates a need to deeper cleaning of the office.
  - d. Air flow issue 3<sup>rd</sup> floor of the DTC continues to be a concern.
  - e. Dan announced that LCCEA was bringing an epidemiologist to campus to speak to individuals who feel they have had health problems related to the buildings on campus on November 3, 2005.

Next Meeting - November 15, 2005

Completed by: Mary Glenn

C: Safety Committee