

Safety Committee
October 14, 2009
1:00 – 3:00 pm
Building 16, 211

Attending:

Barbara Dumbleton, Classified Representative
Rodger Bates, Management Representative
Janice Brew, HR
Len Heflin, Classified Representative
Nancy Schwoerer, Classified Representative
Wendy Simmons, Wellness Coordinator
Katherine Vos, Manager, Housekeeping and Public Safety
Nadine Wilkes, Faculty Representative
David Willis, Director, Facilities Management and Planning

Minutes:

1. Next Meeting

Dumbleton noted that the next regularly scheduled meeting falls on Veterans Day. Committee agreed to reschedule the next meeting to the week after – November 18, 2009. Dumbleton will send notice out to committee about changed date.

2. Committee Membership

Dumbleton passed around committee list and people updated their information. It was noted that we are short two faculty members. Dumbleton will contact Faculty Union President, Jim Salt, to ask him to appoint new faculty members.

3. Review and Approve August 2009 Meeting Minutes

Most people had not reviewed the August 2009 minutes. They will be reviewed and approved at the next meeting.

4. Review of Action Items List

See action item list.

5. Employee Issues and Concerns

Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area.

- a. People spraying primer in the Auto Body area (not in the spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that do not have any respiratory protection.
- b. People welding not under fume hoods. No special ventilation for the welding.

Bates will follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.

Dumbleton reported that the Science Department did not have time to do annual safety training. Bates clarified that the 16 hours of inservice funds can be used to pay part time faculty to attend safety training after inservice.

Wilkes reported that people with flu-like symptoms need to stay home. Wilkes noted that instructors need to excuse students based on self-diagnosed flu symptoms. The Health Clinic is not writing notes. Wilkes will put out a Weekly notice and will ask the Torch to write an article. Brew will ask Kate Berry to put out a notice to Division Deans.

Willis asked for Safety Committee review of new ADA ramps in the west campus entrance. Willis will e-mail his specific questions that he wants members to consider. Members will view the area and e-mail recommendations to Willis and copy the Safety Committee.

6. Review of Incident/Accident Reports

Only reports for which appropriate counter measure were not listed are summarized. All other reports had appropriate counter measures.

- Lower back injury. HR sent back to supervisor to complete the form because no counter measures were indicated.

7. Announcements

Hazardous Waste Procedures: Hayward reported concerned about the safety of our hazardous waste disposal procedures. She has been researching practices at other schools and getting input from departments that produce hazardous waste. Hayward will draft a hazardous waste disposal procedure for committee review.

Seismic Upgrades: Willis reported that he is applying for a grant for seismic upgrades for Building 10.

Keyless Entry: Willis reported that all exterior doors will be fully converted to keyless access by the start of the next school year.

8. Review Membership for Building Reps

Dumbleton shared a spreadsheet that showed that most buildings are not being inspected regularly. Dumbleton will e-mail spreadsheet to Safety Committee for further discussion at the next meeting.

Future Agenda Items:

1. Review FMP safety work orders and prioritize.
2. Ensuring that quarterly building inspections take place.
3. Review safety committee input on West Entrance ADA ramp.
4. Connect Ed.

ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
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	Willis submitted work order to have process changed from using gas to using pellets as of 12/10/08. Willis will continue making sure that employees are using safe procedures until process is changed.
Safety training requirements are not well understood or documented.	Send safety training matrix to managers and post of safety committee webpage.	8/13/09	Barth	
People ride skateboards and bicycles on inner-campus.	Post signs at campus entrances indicated that skateboarding and bicycle riding are not allowed on inner campus.	12/10/08	Willis	Work order written as of 11/12
Safety committee needs	Contact Jim Salt to	November	Dumbleton	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
two faculty members.	ask for appointment of 2 faculty reps.	09		
Clarification needed regarding when employees need to report presence on campus.	Notice needs to be sent to Lane Weekly to clarify.	3/11/2009	Vos	
Employees are concerned about goose waste from the athletic fields being tracked into buildings and causing a health hazard.	Committee will monitor situation. PE will provide sanitizer and towels to people coming in off the fields.	On going	All	
Recycling workers may be transporting barrels that are too heavy on hand trucks.	Hayward will discuss these issues with Recycling and work with them on corrections.	8/13/09	Hayward	
Need to know process for adding Safety to the list of Lane's core values.	Barth will talk to Greg Morgan or Tracy Simms.	7/8/09	Barth	
Increase in student worker injuries immediately preceding the classical cuisine dinners. It seems that the cause is the rushed atmosphere and the desire to get good grade.	Schwoerer will see that safety procedures are reviewed with the students prior to the event to encourage them to use knives safely.	Fall 09 and ongoing	Schwoerer	
People using back alcove at KLCC as a bathroom.	Submit work order to have motion sensor light installed.	8/13/09	Hein	
Employee cut hand when reaching into a tool bucket.	Have tool organizer in/around bucket	8/13/09	Vos	
The next regularly scheduled meeting falls on Veterans Day.	Send notice out to committee that next meeting will be November 18, 2009 & schedule room.	10/23/09	Dumbleton	
Health concerns in Auto Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area. a. People spraying primer in the Auto Body area (not in the	Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.	November 2009	Bates	

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
<p>spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that do not have any respiratory protection.</p> <p>b. People welding not under fume hoods. No special ventilation for the welding.</p>				
Instructors do not understand that they cannot require students to have notes to be excused from class for having flu-like symptoms	<p>Submit a Weekly notice and will ask the Torch to write an article.</p> <p>Ask Kate Berry to put out a notice to Division Deans.</p>	November 2009	<p>Wilkes</p> <p>Brew</p>	
Safety concerns with new ADA ramps in the west entrance.	<p>E-mail specific questions regarding safety concerns to Safety Committee.</p> <p>Review ramps provide feedback.</p>	November 2009	<p>Willis</p> <p>Committee</p>	
Concern about safety of hazardous waste disposal procedures.	Draft a hazardous waste disposal procedure for Safety Committee review.	January 2010	Hayward	
Most buildings are not being inspected quarterly.	E-mail tracking spreadsheet to Safety Committee for discussion at November meeting.	November 2009	Dumbleton	