

**Safety Committee**  
**October 10, 2010**  
**1:00 – 3:00 pm**  
**Building 16, 211**

**Attending:**

Dawn Marie Barth, Emergency and Risk Management Analyst  
Dennis Carr, Chief Human Resources Officer  
Sharon Daniel, Human Resources  
Darcy Dillon, Human Resources  
Barbara Dumbleton, Classified Representative  
Angela Fazio, Facilities Management and Planning  
Rodger Gamblin, Classified Representative  
Don Hein, Management Representative  
Wendy Simmons, Employee Wellness Coordinator  
Nadine Wilkes, Faculty Representative  
Dave Willis, Director of Facilities Management and Planning  
Katherine Vos, Director of Public Safety

Dale Knight, SAIF Representative

**Minutes:**

**Welcome Darcy Dillon the new HR benefits manager**

**1. Minutes from September meeting.**

Approved

**2. Review of Action Items**

See action item list.

**3. Issues and Concerns**

- Dumbleton shared concern from faculty member about emergency process of calling Ext. 5555 in emergency.
  1. Barth explained that we will never discourage anyone from calling 911, however calling 5555 gets help to the situation much quicker both on site response and off campus response.
  2. Barth will speak to concerned faculty member
  3. Carr asked if call to 5555 triggers call to the Health Clinic- answer is yes.
  4. Gamblin agreed that our people are closer than 911
  5. Knight relayed that another advantage is having traffic control and getting people to the correct area of campus.
  6. Wilkes answered for Health Clinic that people will never be chastised for calling 911 but the Public Safety officers are trained and can get there fast.
- Smoking shelter near building 16 not safely located
  1. Fazio and Willis reported that we are working to make all shelters safer- adding reflective tape border to designate smoking area, adding a speed bump, putting a flasher on the shelter, and putting light on the shelter.
  2. Carr reported that there are 2 that are problematic. The building Lot L and Lot B ones. But keep in mind that we are seeing 95-99% compliance. This is extraordinary. Remind people we are doing it for them, not to them.
  3. Gamblin wondered if we are moving toward a “smoke free” campus.

4. There is no plan at this time to be completely smoke free. The smoking task force will continue throughout the year. For now, smoking should be in designated or cars only.

#### 4. Accident and Incident Reports

- FY11-01 P/G More information needed
- FY11-02-05 P/G Fazio following up on testing of air process. Will see if green chemicals are being used or are available for cleaning the press.
- FY11-06 FMP Goggles should be required for overhead work
- FY11-07 Label equipment as 2 person team required. Team lift. Possible safety quiz for new employees.
- FY11-08 Grounds Work order in process to evaluate windows. Need to train employees and hold accountable. Willis will follow up on possibility of adding wipers to the carts.
- FY11-09 CF Where was crack in pavement? Follow up on glasses.
- FY 11-10 Need more info
- FY11-11 FMP Not regularly used machine. Will recommend additional PPE
- FY11-12 FMP Counter measures in place
- FY11-13 Housekeeping Counter measures in place
- FY11-14 Health Professions Environmental monitoring currently being done.

#### 5. Blue Phones Update

- Vos reported that all red and blue phones were checked before Fall term started.
- Public Safety is working with Virginia Brady to get the non working ones fixed or removed
- The blue phones are being reprogrammed with new area code.
- Future plan is that FMP will manage hardware and PS will manage checking and maintenance prior to each term.

#### 6. Safety Policy

- Policy will go to facilities council then college council then board
- Suggested revision was to change wording to read “providing a safe and healthy work environment”

#### 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. Ensuring that quarterly building inspections take place.
5. Handrails
6. Map to track incidents/accidents- GIS
7. 801's and Incident/Accident Forms
8. Public safety staffing
9. Brainstorm session
10. Website updates
11. Review of Safety Policy

#### ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Health concerns in Auto	Follow up with the	November	Bates/Hayward	Email sent to

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
<p>Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area.</p> <p>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.</p> <p>b. People welding not under fume hoods. No special ventilation for the welding.</p>	<p>Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.</p> <p>Installing new system what will function automatically. -Will request that we bring in OSHA to consult when new paint booths are done. -Checking air handlers this week. 8-9-10</p> <p>10-20 update- Measurements are done and Fazio will write a report</p>	2009		<p>FMP 1-14-10. Waiting for reply when completed. Bates will resend.</p> <p>Angela Fazio is working on this.</p> <p>Dumbleton sending a memo to follow up.</p> <p>Awaiting report to OSHA from Fazio</p>
Concern about safety of hazardous waste disposal procedures.	Draft a hazardous waste disposal procedure for Safety Committee review.	January 2010	Hayward	
Safety training document.	Review Pam Farmers new employee training document	October	Committee review	