

Safety Committee

Sept 18, 2013

1:00 – 3:00 pm

Building 16

Attending:

Joan Aschim, - Public Information Officer

Dawn Marie Barth – Emergency and Risk Management Coordinator

Darcy Dillon- Human Resources Manager

Barbara Dumbleton- Classified Representative

Elaine Eiler-Mough – Downtown Academic Campus

Jennifer Hayward – Sustainability Coordinator

Marleena Pearson – Health Occupations

Marie Sagaberd – Classified Representative

Nancy Schwoerer – Classified Representative

Welcome –

Brian Kelly – New Vice President of College Services

August minutes approved

Announcements

- Barth announced that the new Employee Emergency Manuals will be available on Friday. Versions have been created for 30th campus, DCA campus, Florence Campus and Satellite Campus.
- October 17th will be the Great Oregon Shakeout
- October 22nd will be the employee benefit fair and flu Clinic

Issues and Concerns

- Hayward reported a new issue in Bldg 4. Carpenter showed symptoms while working in bldg. Consultant will be on campus tomorrow to investigate.
- Dumbleton reported a faculty member reported to her that a lot of dust was left behind after replacing bulbs in faculty offices.
- Dillon reported a light fixture in HR office that is loose. A new work order has been submitted.
- Sagaberd reported that the new intake vent in bldg 4 is improving environment and decreasing dust amounts in the building.
- Pearson reported a loose sign in bldg 4 that repeatedly gets blown down by the wind. It needs new type of fasteners.

Accident and Incident Reports

FY14-10	S3	Lifting/back	Follow up with S3 needed
FY14-11	FA	Fall/Knee	Weather caused
FY14-12	HPEA	Shoulder/Muscle	Warm up before class participation
FY14-13	Food Svc	Burn/face	Retraining Occurred
FY14-14	Recycle	Mouth	New Process for Emptying cans
DY14-15	Sustainability	Finger/cut	Training needed

Discussion Items

Safety Policy

- Dumbleton – Should we have a more comprehensive policy outlining specific responsibilities?
- Dillon thinks it could be helpful
- Sub-committee will work on this.

Future Agenda Items:

1. Hazard worksheet review
2. IEQ updates
3. Safety in motion- 4 modules
4. Infrastructure concerns
5. Strategic Directions

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.
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 Alen Bahret working on a link of documents. Committee will make recommendation on content Sub-group of Bates, Barth and Smith will work on this.	On-going
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	
Update Safety Charter			Dumbleton	
S3 Back strains when helping clients in restroom	Contact S3 Director		Dillon	
Online accident forms	Review Process		Dillon	
Slippery Red Bricks need treated	Contact Mark Richardson		Aschim	