

Safety Committee Meeting

September 18, 2006

3:00 – 5:00

Building 16, Room 211

Attendees:

Rodger Bates, Faculty Representative, Health and PE

Barbara Dumbleton, Classified Representative, Science

Mary Glenn, Human Resources

Jennifer Hayward, Environmental Specialist

Don Hein, Management Representative, College Operations

Sandy Ing-Wiese, Director of Health and Safety

Mike Ruiz, Director of Facilities Management and Planning

Wendy Simmons, Faculty Representative, Wellness

Minutes:

1. Review and approval of July 18, 2006 minutes

The Safety Committee approved the July 18, 2006 minutes.

2. LCC Safety Committee membership

- a. The Committee discussed Safety Committee membership and determined that there is a need for one Classified Representative. Barbara Dumbleton, James McConkey, and WD Perkins are the currently Classified Representatives. Dumbleton will contact Classified Union to ask them to appoint a new member. Bates noted that he is now faculty and not a manager, so the committee now has the required number of faculty representatives, but is short a management representative from Instruction. Bates will talk to Patrick Lanning about appointing an instructional manager. The four Faculty Representatives are Rodger Bates, Wendy Simmons, Susie Cousar, and Nadine Wilkes.
- b. Hayward's position as chair ends this month. Hayward will send an e-mail out to Safety Committee asking if anyone else is willing to be chair. The e-mail will include a brief description of chair duties. The Safety Committee will discuss and choose a new chair at the next meeting.

3. Building Inspections

- a. Ing-Wiese sent an e-mail to Managers asking to fill Building rep vacancies. Most vacancies are filled. Hein will talk to Rick Simms about assigning a rep for Building 17. Ruiz will work on assigning someone from FMP to be the rep for Building 12 (Boiler Room and Construction Tech/Biodiesel Area). Ing-Wiese to follow up with Steve Pruch regarding the Center Basement, Brian Kelly regarding Center first floor.

- b. Members commented that most building inspections are being done on time. Committee requests that Barth and Ing-Wiese send out another reminder for Building reps to do their Fall Term inspections.

4. Review of Action Items:

Action Items	Status/Notes
Barth will research Surgeon General report on second hand smoke and send information to committee members.	Done.
Ing-Wiese and Barth will work on a draft of new policy.	This is on hold pending finalization of recommendation from committee and response from college administration.
All Safety Committee members to review revised draft of the Employee Emergency Manual and provide comments to Barth.	Done. Manual is revised and is being distributed.
McConkey will put out a labeled container for used razor blade collection and e-mail staff to use it and to train students.	Need report from McConkey at next meeting.
Glenn will contact Duke Vandervort to determine whether there was a problem with the flooring and to let him know that the supervisor of the injured employee needs to fill out the form.	Done. Glenn reported that Vandervort indicated that flooring is not a problem and that he will fill out the form.
Glenn will contact Advanced Tech to ask them to reconsider corrective action and to look at moving tools to a better ergonomic location.	Done. Glenn reported that she spoke to employee and he indicated that he would move tools to a better ergonomic location.
Knight will e-mail Glenn the SAIF version of the Accident/Incident Report Form.	Done.
Glenn will make minor changes to the Accident/Incident Report Form per the meeting discussion and she will e-mail the updated form to Barth.	Done. Glenn distributed and members reviewed. Minor changes were recommended. Glenn will update and send to Barth to put on internet.
Barth will upload the new Accident/Incident report form to the Safety Committee webpage and then submit a Daily announcement letting staff know that the new form is on-line and emphasizing that the supervisor needs to fill out the form.	To do.
Atkins to discuss fixing the Science cabinets with the appropriate trades.	Done. Dumbleton reported that cabinets are fixed.
Hayward will contact Rich Prill in August to see if he can do a IAQ evaluation at LCC.	To do.

5. Review of successes and challenges of last year and priorities for the current year.

Dumbleton distributed a list of potential areas of focus for the upcoming year. Glenn will ask our SAIF representative, Dale Knight, whether we can use our annual Fire Marshal report as one of the quarterly building inspections so that Building Reps only have to conduct 3 inspections per year. Glenn also noted that she is willing to participate on a Task Group to help develop a tracking system for Building Safety Inspection Report Data. Committee to discuss further at the next meeting.

6. Smoking policy recommendations: review and discussion

Members discussed whether to recommend that smoking be moved to the parking lots only or whether to recommend that the currently policy stand but that the Smoking Policy Task Force be reconvened to review whether all current designated smoking areas are appropriate. Members decided to edit the original draft recommendation that the Smoking Policy Task Force be reconvened at the next meeting. Dumbleton will resend the draft recommendation to the committee.

7. Review accident/incident reports

Form 1: Bates will determine whether monitor in PE has been secured.

Form 2: Ruiz will talk to trades about ensuring that all people working on demolition wear hard hats.

Form 3: Ruiz will talk to Grounds about moving tiller to a more out of the way location.

Form 4: Ruiz will ask person who strained neck while pushing a dumpster to see Employee Wellness Coordinator for help with ergo analysis, warm ups, stretches, or other factors. Simmons will contact Andy McClure to set up a time to do ergonomic evaluation.

8. Review safety items/employee concerns

Ing-Wiese reported that the new Public Safety call service is working well. It is a Salem company that establishes radio contact with officers who are on duty alone every hour. Officers like this new service and appreciate it.

Hayward reported that there has been concern by faculty on the 4th floor about asbestos getting into offices due to the roof replacement. She noted that she has tested debris in offices and found no asbestos.

Action Items:

- McConkey will put out a labeled container for used razor blade collection and e-mail staff to use it and to train students.
- Glenn will update the Accident/Incident report per comments at meeting and send to Barth to put on internet.
- Barth will upload the new Accident/Incident report form to the Safety Committee webpage and then submit a Daily announcement letting staff know that the new form is on-line and emphasizing that the supervisor needs to fill out the form.
- Hein will talk to Rick Simms about assigning a rep for Building 17.

- Ruiz will work on assigning someone from FMP to be the rep for Building 12 (Boiler Room and Construction Tech/Biodiesel Area).
- Ing-Wiese to follow up with Steve Pruch regarding the Center Basement, Brian Kelly regarding Center first floor.
- Committee requests that Barth and Ing-Wiese send out another reminder for Building reps to do their Fall Term inspections.
- Hayward will contact Rich Prill in August to see if he can do a IAQ evaluation at LCC.
- Dumbleton will contact Classified Union to ask them to appoint a new member.
- Bates will talk to Patrick Lanning about appointing an instructional manager.
- Hayward will send an e-mail out to Safety Committee asking if anyone else is willing to be chair.
- The Safety Committee will discuss and choose a new chair at the next meeting.
- Glenn will ask our SAIF representative, Dale Knight, whether we can use our annual Fire Marshal report as one of the quarterly building inspections so that Building Reps only have to conduct 3 inspections per year.
- Dumbleton will resend the draft smoking recommendation to the committee.

ACCIDENT/INCIDENT REPORTS

- Form 1: Bates will determine whether monitor in PE has been secured.
- Form 2: Ruiz will talk to trades about ensuring that all people working on demolition wear hard hats.
- Form 3: Ruiz will talk to Grounds about moving tiller to a more out of the way location.
- Form 4: Ruiz will ask person who strained neck while pushing a dumpster to see Employee Wellness Coordinator for help with ergo analysis, warm ups, stretches, or other factors. Simmons will contact Andy McClure to set up a time to do ergonomic evaluation.