

Safety Committee
September 11, 2008
2:10 – 3:45 pm
Building 16, Room 211

Attending:

Barbara Dumbleton, Classified Representative
Jennifer Hayward, Sustainability Coordinator
Len Heflin, Classified Representative
Don Hein, Management Representative
Kathryn Vos, Director, Public Safety and Housekeeping
Nadine Wilkes, Faculty Representative

Minutes:

1. Review and approve August 2008 meeting minutes

Minutes approved.

2. Changes or additions to current agenda

Added reports from Public Safety.

3. Announcements

There were no announcements.

4. Action item list

Dumbleton reported that she had an informal discussion with one of the SSS staff who works in the cafeteria about cleaning the cafeteria microwaves. The SSS staffer indicated that they thought SSS could add that cleaning chore to their task list.

Dumbleton also reported that the Safety Training Matrix Subcommittee has not been able to meet since the last meeting.

ACTION: Hayward will schedule a Safety Training Matrix Subcommittee meeting.

5. Employee issues and concerns

Wilkes reported on issues related to smoking shelter placements. The Smoking Task Force will be meeting next week.

Wilkes suggested that the college offer ongoing training for building reps. Dumbleton suggested that building reps take online OSHA trainings. Heflin suggested that the college have name badges made for building reps so that when they are walking around they have some kind of identification. Vos suggested having a picture of the building rep posted in each building along with a brief description of building rep duties. Dumbleton noted that the building rep should be introduced in department meetings.

Dumbleton reported an employee concern that the painted stop lines and the word “stop” at the east-to-west intersections in the south parking lot are faded and weren’t repainted this summer.

6. Reports from Public Safety

a. Public Safety is researching installing an alert button under the reception counter at the health clinic. This way if a threatening person approached the receptionist, the receptionist can push the button and it will alert the people in the back of the clinic and it might also send an alarm to Public Safety.

b. Vos has been researching an emergency communication system that sends e-mail and text messages to employees and students about emergencies. Vos thinks that the college will purchase this system by the end of FY09.

c. Vos will be meeting with Oak Hill and Goshen Fire and Police to discuss emergency planning.

d. Vos reported that an officer was recently attacked by a person on campus at night. She explained measures that the college is putting into place to protect officers, including working on a schedule that provides double coverage of officers for a maximum amount of time. Public Safety had an OSHA consultation on this subject that was very productive. Other measures on which Public Safety are working include training, technology, and physical barriers.

7. Accident/Incident Reports

There were no accident/incident reports to review.

ACTION: Wilkes will contact Mary Glenn to discuss ways to get the reports to the Safety Committee more efficiently.

Future Agenda

1. Mpulse training at the October meeting.

ACTION ITEMS

- Barth to add action item list to July 2008 minutes and resend them to the Committee.
- Willis will ask the Director of SSS if SSS will clean the microwaves as part of their cleaning contract.
- Barth to schedule and conduct building rep training for new building reps and new Safety Committee members.
- Willis will submit a work order to have new procedures for working in sewage treatment area put into place.
- Willis will check stairwell to ensure that there are not problems with a step.
- Willis will work on the volunteer safety training and procedures.
- Dumbleton, Hayward, and Willis will meet in early September to work on the second draft of the safety training matrix. Note: This meeting was canceled. Hayward will schedule a Safety Training Matrix Subcommittee meeting for prior to the November meeting.
- Wilkes will contact Mary Glenn to discuss ways to get the reports to the Safety Committee more efficiently.