

**Safety Committee**  
**September 14, 2011**  
**1:00 – 2:00 pm**  
**Building 16, 211**

**Attending:**

Joan Aschim, Public Information Officer  
Dawn Marie Barth, Emergency and Risk Management Analyst  
Darcy Dillon, Human Resources Manager  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Jennifer Hayward, Sustainability Coordinator  
Don Hein, Management Representative  
Nancy Schwoerer, Classified Representative  
Dave Willis, Facilities Management Director

**1. Minutes from July meeting.**

Approved

**2. Review of Agenda Items**

Meeting will stay short. Table major discussion items for a meeting with more attendance

**3. Announcements**

- Barth reported that building safety inspections are being done more consistently. We have only a few gaps to work on.
- Willis requested that long-term maintenance requests be sent to him for potential use of job bill funding.
- Barth reported that the power evacutrak for the Center building has been purchased and will be installed once a cabinet is constructed.
- Barth mentioned the annual benefit fair that will be held in October. Suggestions are needed for the table.
- Willis announced FMP is currently working on the annual re-surfacing project to minimize trip hazards on campus.

**4. Accident and Incident Reports**

FY12-17	FMP	Back injury	Review proper lifting technique
FY12-16	Titan Store	Pulled muscle	Review proper lifting technique
FY12-15	Titan Store	Eye Injury	Wear goggles when moving items
FY12-14	Enrl. Svc.	Headache/Nausea	Ongoing IEQ eval
FY12-13	FMP/HKP	Slip/Fall	Consider using different mat
FY12-12	SSS	Auto Accident	No fault accident
FY12-10	FMP/Grounds	Bee Sting	Re-landscaped area. Nests gone
FY12-09	Co-op	Cut finger	Was trained. Suggest gloves
FY12-08	FMP	Scratched hand	Wear fingerless gloves
FY12-07	FMP/Grounds	Wrist injury	Stretch during work
FY12-06	FMP/Grounds	Bee sting	Be aware of bees
FY12-04	FMP/HK	Knee/Ankle	Wear slip resistant shoes
FY12-02	Health Clinic	Tripped on phone cord	Moved phone location
FY12-01	CFE-FC	Headache/Nausea	Ongoing assessment/mold removed

**5. 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
12. Waste disposal procedure on COPPS
13. Planning , prioritizing safety needs - October

**ACTION ITEMS**

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Safety training document.	Email to committee for discussion at March meeting- Has been emailed. Committee will review.	April	Dumbleton/Barth	
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
Getting trash to trash compactor is difficult for staff	Need to find better solution. Possible motorized cart.		Fazio- New area without ramp is under construction	Relocating compactor, Done by fall
Update Safety Hazard Correction sheet	Verify realistic time lines and process		Willis	
Update Safety Charter			Dumbleton	
Outlet removed on north side of Center such that people will run cords across walk	Ask Len Heflin to submit a work order to have an outlet re-installed		Summer project.	

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Hand dryer in bldg 4 2 <sup>nd</sup> floor restroom is very loud	Investigate Implement Fix		Hayward	
Strain injury in foodservices	Provide Safety in Motion training to food services employees	10-1-11	Dillon, Simmons, Barth, Schwoerer	
Student injured at non-Lane work site during internship	Check in with Co-op to see if they do any pre-employment safety training with students		Dillon	
Employees experiencing building related symptoms in building 4	Improve exhaust. Have OSHA consultation-		Hayward.	Meeting w/ PCA, OSHA Meeting w/ staff 9/8/11
Child wandering in pond near longhouse	Check with insurance company regarding liability- Need to add a sign		Barth	
Tall grass blocking visibility at intersections	Check with FMP regarding mowing		Dumbleton	