

Safety Committee Minutes
September 17, 2014
1:00 – 3:00 pm
Building 16, Room 211

Attendees:

Joan Aschim – Public Information Officer
Dawn Marie Barth – Emergency and Risk Management Coordinator
Barbara Dumbleton- Chair. Classified Representative
Elaine Eiler-Mough – Downtown Academic Campus
Jennifer Hayward – Sustainability Coordinator
Don Hein – Management Representative
Marleena Pearson – Health Professions
Cathie Reschke – Disability Services
Mark Richardson -Facilities Management and Planning
Nancy Schwoerer – Classified Representative
Todd Smith- Facilities Management and Planning

1. August minutes approved.

2. Announcements

- Barth announced that the new employee emergency manuals for this year are completed and being distributed. The new colors are: Thyme green for 30th campus, Sunflower for DCA, Light blue for Florence and Steel blue for Satellite campus. All other versions should be recycled.
- Aschim reminded the group of the drug take back event being held on Sept. 27th. Any prescription medications can be dropped off between the hours of 10:00 am and 2:00 pm at CML and DCA.
- Aschim also announced that the college has received a small grant to conduct sexual assault prevention training for women.
- Reminder of the flu shot clinic being held on October 14th at the DCA. Possible clinics may be held at the 30th avenue campus on other dates.

3. Action Items

OLD BUSINESS

WHAT	WHO	BY WHEN	STATUS
Safety Hazard correction sheet needs to be updated. Barb to email to group	Todd Smith	?	Todd will make changes and bring updated version to meeting. If HR uses the document when training, it should be reviewed by Meg and dispersed to campus for proper use.
Safety Committee Charter	Barbara Dumbleton	?	Barbara is reviewing other charter examples.
Bricks outside Building 3 – mats placed as a temporary fix –	Mark Richardson	Summer 2014	Mark said the crew was scheduled to work on the bricks Friday August 22 nd . This has been postponed. Working on replacement

WHAT	WHO	BY WHEN	STATUS
			for bricks.
Need better safety procedures regarding hot dog cart. Need SAIF to review.	?	?	Food Services will have limited food options, and will not be using the cart this summer/fall. Will discuss again if cart is to be used again. Potential food truck could also need SAIF review, if purchase is approved. Schworer will remind manager.
Place emergency informational cards in classrooms.	Sharon Kimble/Todd Smith	?	Informational card is drafted. Todd would like to look into standards for posting, with college clean up doesn't want paper taped to walls and will look into laminate or plastic slide in displays.

NEW BUSINESS

WHAT	WHO	BY WHEN	STATUS
Ask county if they will install a crosswalk at Eldon Shafer jogging trail just 30 th Ave light.	Russ		Lane County called. Need more follow up as this can create traffic flow problems.
Submit mobile cart training recommendation to Brian Kelly	Committee/Barrara	?	Marleena took Safe College training and reported it is not adequate as the only training for mobile carts, it specifically states college should provide additional training. Public Safety and Facilities training plan should be reviewed to create a recommendation for college training plan.
Stairs to Center building from second floor deck towards Bld 12 have large chunks separated	Todd/Mark		A permanent solution will be part of the center building remodel, but for now stairs need to be swept /power washed to remove loose debris. They are deteriorating faster than they can be cleaned. Need to be taken out of service.
Building 1 Student Activity Area - Loose and rippled carpet	Todd/Mark		Determine temp solution for straightening carpet to prevent trip hazard. Has been repaired but ongoing issue.
Downtown Campus – Central main staircase, loose step secured with duct tape	Todd/Mark		Determine if work order is already in place and schedule repair. Completed.
Need a process for inspecting equipment brought to campus i.e. food cart	Todd/Mark		Need to insure that used equipment is in safe working order when brought to campus.
EvacuTrak at DCA	Elaine/Todd		Need to get approval from proper authorities to install an evacuTrak at the DCA

4. ACCIDENT/INCIDENT REPORTS

FY15-14 DCA Noise Sensitivity Rcmdnoise canceling head phones

NEXT MEETING

Wednesday, October 15th, Building 16, Room 211, 1:00 – 3:00 pm.