

Safety Committee
September 8, 2010
1:00 – 3:00 pm
Building 16, 211

Attending:

Dawn Marie Barth, Emergency and Risk Management Analyst
Ruth Bichsel, Faculty Representative
Barbara Dumbleton, Classified Representative
Angela Fazio, Facilities Management and Planning
Rodger Gamblin, Classified Representative
Jennifer Hayward, Sustainability Coordinator
Don Hein, Management Representative

Dale Knight, SAIF Representative

Minutes:

1. Minutes from August meeting.

Approved

2. Review of Action Items

See action item list.

3. Issues and Concerns

- Code Blue phones on campus were found to be not working
 1. Fazio reported that we are currently working on having phones re-programmed with 541 prefix.
 2. A regular testing schedule should be implemented.
 3. Follow up needed with Katherine Vos in Public Safety
- Concerns for locations of smoking shelters in parking lots
 1. Fazio shared concern with the placement as they will become highly social areas
- Barth shared incident in Printing and Graphics department where process seems to be unknown.
 1. Safety incidents that have health concerns or adversely affect the working environment should always be reported to Human Resources to ensure follow up.
 2. When only systems are involved, contacting FMP is sufficient.
 3. We can't help to fix the problem if we are unaware of it.

4. Accident and Incident Reports

- IT – Counter measures in place
- FMP – Counter measures in place
- Housekeeping – Not enough information. Is right or left handed? Type of scraper used? Could a paint scraper have been used? Hayward will follow up.

5. Proposal to change meeting to the 3rd Wednesday of the month

- Barth will change room reservation and re-send meeting dates on groupwise

6. Need to publish our safety committee policy

- Dumbleton will find the most recent copy and sent it out.
- Committee will discuss at next meeting.

7. 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

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.
<p>Health concerns in Auto Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area.</p> <p>a. People spraying primer in the Auto Body area (not in the spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that do not have any respiratory protection.</p> <p>b. People welding not under fume hoods. No special ventilation for the welding.</p>	<p>Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.</p> <p>Installing new system what will function automatically. -Will request that we bring in OSHA to consult when new paint booths are done. -Checking air handlers this week. 8-9-10</p>	November 2009	Bates/Hayward	<p>Email sent to FMP 1-14-10. Waiting for reply when completed. Bates will resend.</p> <p>Angela Fazio is working on this.</p> <p>Dumbleton sending a memo to follow up.</p>
Concern about safety of hazardous waste disposal procedures.	Draft a hazardous waste disposal procedure for Safety Committee review.	January 2010	Hayward	
Safety training document.	Review Pam Farmers new employee training document	October	Committee review	
Alarms in Buildings 4 and 5 do not seem to be linked	Follow up with Mark Richardson upgrade.	September	Barth	