

Safety Committee Minutes

April 19, 2017

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

- Barbara Dumbleton- Chair. Classified Representative
- Joan Aschim, Public Information Officer
- Dawn Barth, Emergency and Risk Management Coordinator
- Amanda Blunt, Human Resources
- Elaine Eiler-Mough – Downtown Academic Campus
- Jennifer Hayward, Director of FMP
- Kevin Lewis, Chemical Hygiene Officer
- Marleena Pearson, Classified Representative
- Nancy Schwoerer- Classified Representative
- Jennie Lynn Scott-Classified Representative
- Jace Smith – Director of Public Safety
- Mark Richardson- FMP Representative

Approval of Minutes

March Minutes approved

Announcements

1. Drug take back happening on April 29th.
2. .Evakutrak has been installed at the DCA. We are working on signage.
3. A training program has been worked out with CPDT to facilitate Public Safety officers completing the EMT program. This will improve safety and emergency response on campus.

| 3. Action Items | | | |
|--|--|----------------|--|
| WHAT | WHO | BY WHEN | STATUS |
| Eye wash stations needed to be “run” once a week to insure they are functioning properly | Barbara is doing Science Nancy will do Food service Other departments? | On going | Need to identify other eye wash stations and see who is doing the test. |
| Food Services dock very slippery when wet | | | Mark says that “pan” will be put in place to divert rain water that is seeping |

| 3. Action Items | | | |
|--|-----------------------|----------------|--|
| WHAT | WHO | BY WHEN | STATUS |
| Evakutrak Training needs to be done for employees at DCA | Barth and Eiler-Mough | | |
| CML vendors are blocking doors open when unloading. Coordinators need to inform them it is a safety hazard | Barth | | |
| Grease Dumpster needs to be moved. Grease is being tracked across FS dock making it slippery | Mark and Nancy | On going | Mark will meet with Nancy to suggest the best place to put the dumpster. |

Issues and Concerns

1. Eiler-Mough reported that vendors are propping doors open in the back alley at the DCA when they are preparing to use the conference space. This is a safety hazard as people are then able to access the building directly in to employee only areas and are out of sight. Rental agreements need to include information that unattended doors can not be left open.

ACCIDENT/INCIDENT REPORTS

1. FY17-28 Custodial Svs Follow up training occurred

Discussion Items

- Discussion around Safety training Document
 1. Send documents presented by Dumbleton.
 2. Add names of safety committee members
 3. Send it to Brian Kelly and facilities council
 4. Committee members send edits to Dumbleton
 5. Final should go to B. Kelly, Mike Sims and Deborah Butler

Future Agenda Items

- Place safety announcements in weekly, add a link to past meeting minutes. Encourage campus staff to report accidents, suggestions, etc. Marleena suggested linking safety concerns, suggestion to various on- line sites. How can we share safety issues using the “cloud”
- Possible safety suggestion boxes.
- Reviewing safety plans, evacuation routes, spill response, training.
- Review safety check lists, letter the Brian Kelly.

Next safety meeting May 17th.