

Safety Committee Minutes
February 15, 2017
1:00 – 3:00 pm
Building 16, Room 211

Attendees:

Joan Aschim, Public Information Officer
 Dawn Barth, Emergency and Risk Management Coordinator
 Amanda Blunt, Human Resources
 Sharon Daniel, Human Resources
 Barbara Dumbleton- Chair. Classified Representative
 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
 Wendy Simmons- Wellness Coordinator

1. Approval of Minutes
 January Minutes approved

2 Announcements

- Welcome to new committee member Amanda Blunt from HR
- Daniel reported that Bryan Burnette from SAIF corporation will be doing a walk through of the food services area to see if he has any safety recommendations. This will be sometime in early March.
- Hayward reported that the campus wide safety inspections conducted by the fire marshal were finished last Friday. Only major recommendation is that the stage curtain in the theater needs to be fire proofed. Going forward these inspections will happen every other year.

3. Action Items

WHAT	WHO	BY WHEN	STATUS
Student activities; use of facilities, proper safety measures. Need a guideline from Student Life about what students are told about using the different spaces around campus, does event need PS presence? Does event require FMP?	FMP	On going	Need to contact Tina Lymath and see if she is aware of procedures and safety issues that may come up

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?		
Bridge by Learning Garden needs to be evaluated and repairs or upgrade as needed	FMP Mark	On going	Mark reports that an engineer report is due at any time.
Signs needed for icy conditions on campus to inform of black ice.	Barbara		Completed
Check on Eugene Fire Marshall for inspections of other buildings			
Food Services dock very slippery when wet	Hayward and Schwoerer		

4. Issues and Concens

- Scott reported a crack in the wall in bldg 16 near the aquariums.
- Schwoerer reported the back dock in food services gets very slippery when it is wet. Hayward will follow up.
- Barth suggested that a reminder be sent out regarding completion of incident reports as well as accident reports. We would like to know of incidents so we can address them before they become accidents. Suggests Weekly and Manager's forum.

5 ACCIDENT/INCIDENT REPORTS

Safety Log #	Date	Department	Dept OIG	OSHA log	Type of incident	Accident/Incident	Location	Injury	Countermeasures	Follow up	Date of follow up
F117-5	9/19/16 FMP		220390	N/A	Incident	Was weedwacking and struck a hornet's nest	East side of Eldon Shafer near bark path	Stung by hornets on back of arm and neck	Discussed with employee to be mindful of these types of problems	Jennifer	Done
F117-6	9/20/16 Health Clinic		540203	N/A	Incident	Was attending a self-defense training class provided by the College. Was being held by an "attacker" in a bear hug and felt pain on left side of rib cage Employee was standing on a step stool while another employee was adjusting her pants. Employee stepped down and felt a strain in her right calf	Building 18, Room 102	Bruised rib cage	Employee was following directions provided in the training. The trainer was communicated with about the incident to be certain to be more careful during training Employee was using a stool made for sitting, not standing. No experience step stool in work area. Ordered a new stool		
F117-7	10/12/16 Accounts Receivable		215400	2016-12	Incident	Was rotating in chair back to be consider when employee hit foot on sharp metal piece on bottom of desk. Department had just relocated and not all of the steel case was finished. There were some exposed sharp edges; the department was waiting on FMP to complete.	Building 1, Room 123	strained hamstring, calf muscle	Recurbed FMP to complete covering sharp edges on steel case. HR spoke with department about how they might have put in place some safety measure temporarily by not using the space, or taping up the sharp edges	Helen Faith	Completed
F117-8	9/26/16 CAR		540305	N/A	Cut/Puncture/Scrape	Employee was waiting on FMP to complete.	Building 19, Car Main Office	Cut on left foot	Reminded employee to use proper lifting and ergonomic techniques. Advised employee to review job duties with his health care practitioner	Torrie Minner	Completed
F117-9	10/3/16 FMP		220120	N/A	Strain	Lifting file cabinet with a hand truck and twisted left knee aggravating a previous injury Employee was rising from a seated position when her hip gave out and employee did to floor. Employee was unable to get up off the floor, EMT was called	Building 5, Room 205	Sprained left knee	Employee had just been walking down stairs and might have aggravated her hip, needed employee to use elevator when possible	Jennifer Hayward	Completed
F117-10	10/18/16 College Finance		215100	N/A	slip/trip/fall	Attempting to replace cap on syringe for transport to sharp container. Needle bent but employee didn't notice it. When needle punctured his finger	Building 3 restroom	Employee has buristis and osteophytosis	Safety equipment has been relocated to where work is performed, refresher training reviewed by employee and supervisor	Greg Holmes	Completed
F117-11	10/19/16 Science		691001	N/A	Cut/Puncture/Scrape	Employee was positioning opens the disc, cut finger on "crash bar"	Building 16, Room 106	Needle stick	Re-trained sharp metal off of the crash bars on all of Building 5	Paul Rascher	Completed
F117-12	10/19/16 FMP		220120	N/A	rape	Employee was driving to office to check out at end of shift. He was driving his person vehicle when his throttle stuck on the vehicle causing him to crash into Gate 35 north post	Building 5 door	Cut on pointer finger of right hand	College issued directives and re-training for all custodial services staff regarding safety protocols when driving. College needs to complete a full investigation to assess how this occurred per OSHA	Jennifer Hayward	Completed
F117-13	11/1/16 FMP		220100	2016-11	Struck or injured by	Employee was driving to office to check out at end of shift. He was driving his person vehicle when his throttle stuck on the vehicle causing him to crash into Gate 35 north post	Gate #5	Injury to chest and head; broken wrist	Reminded employee to pay closer attention when using sharp tools and equipment	HR-Karon	12/31/16
F117-14	11/2/16 Foodservices		451100	2016-13	Cut/Puncture/Scrape	Using a box cutter and cut lower part of left thumb	Food Service Kitchen-Center Building	Left thumb cut	File edges down on steam table grate so that they aren't so sharp	Mat	Completed
F117-15	11/4/16 Foodservices		451100	N/A	Cut/Puncture/Scrape	Scrubbing metal on steam table and cut finger	Food Service Kitchen-Center Building	Right hand, fourth finger	Provide signage to caution pedestrians that area is slippery when wet	Mat	Completed
F117-16	11/7/16 High School Connections		510200	N/A	slip/trip/fall	Slipped and fell on metal floor piece on hit left knee	Sky bridge between building 30 and Building 4	Swollen/bruised left knee	Employee should have been paying attention to what she was doing. She should not have opened the door from the bottom.		
F117-17	11/7/16 Child and Family Education		546300	N/A	Cut/Puncture/Scrape	Was in playground area and opened the door while seated. Finger was cut between the bottom of the door and mat on the ground	Outside playground in Child Care village	Cut middle finger	None; employee was following all safe driving protocols Employee trained properly; wearing PPE. Department will investigate using safety needles	Sue	Completed
F117-18	11/7/16 Cooperative Education - Human Services		Coop Student	2016-14	Struck or injured by	Employee was at a red light while traveling for his assignment and got rear-ended Drawing blood from a patient; patient moved and bumped the needle, puncturing employee's finger	6th and Garfield intersection in Eugene	Whiplash and lower back pain	Supervise employee more closely as he transitions. Employee has mobility issues	N/A	N/A
F117-19	1/10/17 Health Clinic		540201	2017-1	Cut/Puncture/Scrape	Employee put his hand down to use the chair for balance. Missed the arm of the chair and fell to the floor striking his head on a white board as he fell	Health Clinic, Main Campus	Needle stick	Requested mats at end of stairways. Requested permanent signage to warn people of slippery floors	Alyse	Completed
F117-20	1/20/17 OSS		285001	2017-2	slip/trip/fall	Need more information, will be on Search's summary	Building 10, Room 237	Cut on head			
F117-21	2/2/17 MDTA		622001	2017-2	slip/trip/fall	Employee walked off of carpeted entry (opened hell) into stairway and slipped due to wetness outside	Front entry by stairway in Building 30	bruised/scraped knee; strained left hip and back			
F117-22	2/10/17 Health Professions		642200	2017-2	slip/trip/fall	Employee walked off of carpeted entry (opened hell) into stairway and slipped due to wetness outside	Front entry by stairway in Building 30	bruised/scraped knee; strained left hip and back			

6. Discussion items

- Training areas we are falling behind on?

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.
- Building inspections. Safety committee currently does not receive any information about safety issue. How does the committee want to review this process?
- Reviewing safety plans, evacuation routes, spill response, training.

Next safety meeting March 15th.