

**Safety Committee Minutes**

**February 21, 2017**

**1:00 – 2:00 pm**

**Building 16, Room 211**

**Attendees:**

- Barbara Dumbleton- Chair. Classified Representative
- Dawn Barth, Emergency and Risk Management Coordinator
- Amanda Blunt – Human Resources
- Elaine Eiler-Mough- Mary Spilde Center
- Julie Goode- Management Representative
- Jennifer Hayward – Directors of Facilities
- Kevin Lewis – Chemical Hygiene Officer
- Luis Maggiori – Facilities Management Planning
- Grady O’Connor - Faculty
- Carly Policha – Faculty Representative
- Mark Richardson – Facilities Management and Planning
- Nancy Schwoerer – Classified Representative
- Wendy Simmons – Employee Wellness Coordinator

**Approval of Minutes**

January Minutes approved

**2 Issues and Concerns**

- Dumbleton asked if there was a way to track work orders status with the new system. Mark Richardson walked her through how to do this.
- Barth reported that we have been tasked with cleaning up and reducing the size of the college website. Safety Committee site is in progress.
- O’Connor asked if the college will be using and hanging bleeding kits on campus. Barth will take the question to the Emergency Planning Team.

<b>3. Action Items</b>			
<b>WHAT</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>STATUS</b>
Eye wash stations needed to be “run” once a week to insure they are functioning properly	Hayward	On going	Need to identify other eye wash stations and see who is doing the test.
Can Health Clinic have a self serve bucket of bandaids available for students.	Daniel		

<b>3. Action Items</b>			
<b>WHAT</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>STATUS</b>
Crack and loose plate SW corner of Center	Hayward		
Check water pressure in hazmat building and adjust so that the covers pop off the eye wash spigots by pressure alone	Hayward		
Building 16 roof leak. Report to Kevin and Barbara if there will be a patch.	Hayward		

#### 4. Discussion

- OSHA Training debrief – Group felt training went well and FMP will continue to follow up.
- There is a potential air quality issue at the DCA due to the windows opening. Exhaust comes in from the bus station across the street. Some suggestions were made but more follow up is needed.
- Julie Goode asked if there is a different way to clean the floors in lobby of 5. They are very slippery.

#### 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 March 21,2018