

**Safety Committee Minutes**  
**January 20, 2016**  
**1:00 – 3:00 pm**  
**Building 16, Room 211**

**Attendees:**

Dawn Barth – Emergency and Risk Management Coordinator  
Sharon Daniel- HR Representative  
Barbara Dumbleton- Chair. Classified Representative  
Elaine Eiler-Mough- Classified Representative  
Jennifer Hayward – Facilities Management and Planning  
Kevin Lewis-Faulty Representative, Chemical Hygiene Officer  
Marleena Pearson – Classified Representative  
Mark Richardson – Facilities Management and Planning  
Mike Sims – Facilities Management and Planning  
Jennie Lynn Scott-Classified Representative  
Wendy Simmons- Wellness Coordinator  
Todd Smith – Facilities Management and Planning Director

**1. Approval of Minutes**

December minutes approved

**2 Announcements**

- Health Fair is on Tuesday Jan 26<sup>th</sup> from 9am to 1pm. Theme is Preparedness and Wellness
- The Oregon Higher Ed sustainability conference is Feb 4<sup>th</sup> and 5<sup>th</sup>.
- Barth reported that AED's will soon be installed in Center building. Committee decided best locations would be 2<sup>nd</sup> and 4<sup>th</sup> floors. Barth will work with Richardson to identify locations.
- Barth reported that there were issues with LaneAlert in the recent weather closure. The issues happened as a result of programming changes when we changed to a new messaging platform. We have now resolved those issues. Recommend that people use redundancy in their messaging plans. Messages are relayed via text, website, social media, radio and TV. The only one that slowed down was text messaging this time. Redundancy would have solved that problem.
- Custodial Services has worked almost 500 days accident free. Suggest putting notice in the LaneWeekly to honor their work.

**3 Issues and Concerns**

- DCA has problems getting out the back alley doors that are a designated egress. This is due to UO construction vehicles parking in the alley all day.
    - Smith says they are only supposed to park there for 30 mins. Should be towed if longer than that. He will call the city of Eugene.
1. Lewis wonders if the college has a fire prevention plan? Smith believes the pieces are all there, but possibly not put in one location.

- Smith says we are currently going through inspections of every building with the fire marshal. We will get some great information from those inspections.
  - Barth suggested that building safety inspectors should attend those if possible. Will send a list to Smith.
1. Scott reported that in building 19 when the dividing wall is in place, there are no safety lights in the rooms. A work order has been submitted to check in to it.
  1. Scott reported that the decorative wood wall in Center has nails sticking out of it that could be a hazard.

**4. Action Items**

WHAT	WHO	BY WHEN	STATUS
Check/ install handrail on Center west basement stairs	Hayward/ Smith		LCL Looking at solutions due to challenges on the top landing.
Bridge by learning garden needs repair, workorder needed	Dumbleton		Work order in. Challenge with waterway regulations. Approach and exit are concerns. Will research options.
Safety Training for managers			Barth suggests managers forums and deans meetings.
S3 safety training			Need more processing. Daniel working with Stone. Could be due to more unsupervised responsibility than in the past.

**5. ACCIDENT/INCIDENT REPORTS**

JANUARY 2016 MONTHLY ACCIDENT REPORT SUMMARY

Date: 1/20/16

Safety Log #	Date	Department Name	Dept Org	OSHA Log	Accident/Incident	Location	Injury	Countermeasures	Follow up	Completed?
FY16-37	12/5/15	KLCC	265001	37	Walking across kitchen; fell	KLCC Studio, 2nd Floor kitchen, 136 W 8th Avenue	Fractured foot	Employee was in a hurry as she crossed the floor. May have occurred due to a previous injury	John Stark	done
FY16-38	12/3/15	Titan Store	205105		working at table preparing food; back popped and starting hurting	Titan Store Break room	Back pain	Retraining on preparation methods/location. Should have been working at counter, not table	Tony Sanjume	done

