

Safety Committee Meeting Minutes

1/17/18

Attendees: Barbara Dumbleton, Luis Maggiori, Carly Policha, Jace Smith, Sharon Daniel, Grady O'Connor, Julie Good, Wendy Simmons, Nancy Schwoerer, Jennifer Hayward, Kevin Lewis, JennieLynn Scott

1. Fall Protection Training by Larry Fipps.

Larry Fipps is a Safety Consultant with Oregon OSHA.

If someone is doing something that doesn't look right, ask them about it.

Ladders: Have to be inspected before you use them. Look at them every time. Make sure they aren't damaged. He gave us a checklist of what to look for when inspecting a ladder. If there is something wrong with it (if it is damaged in anyway), take it out of service. Tag it to make sure it won't be used until it is fixed. Don't use folding ladders unfolded. Compliance officers site this a lot and it is not safe. They tend to fall.

Use of Ladders – Always face ladder. Don't turn around. Extension ladders have to be tied off and have to be three feet above the surface that you are accessing.

People need training to use ladders. Committee discussed how to ensure that everyone who needs it gets ladder training. Could we have a table at Benefits fair? Could we have computers set up so people could do the training during the fair, they will get a prize.

No ladders on scaffold or tables.

Scissor lifts: All guardrails have to be on them. Guardrails are the protection, you don't have to be tied off when on a scissor lift, but your feet have to be on the floor of the lift. It is required to do all of the manufacturer's recommendations for servicing scissor lifts. 80% of people inspected have no ideas what the manufacturer's recommendations are and places are frequently cited for this.

Boom lifts: Need to be tied off with short enough lanyard that you'll be safe. People need training for how to use harness, how to inspect it and how to maintain it.

Scaffolds: Base plates have to be on all the scaffolds. Have to have a competent person for scaffold use. Competent person has to understand how to erect it, has to inspect it. A definition of a competent person is someone by their knowledge, education, and training can recognize hazards and has the authority to act on this knowledge.

Tie offs required when people working over 4' general, 6' construction, 10' scaffolding, vehicles 10'.

Harnesses: When working on anything over 4' above the ground, people have to have fall protection. If they are doing "construction" (building something or painting something) it is 6'. If you have fall protection on, you need training and we need documentation that they are trained. They have to be trained how to take it on and off, how to inspect it, how to clean it. Fall protection training – 1 time is good. The time to do retraining is if you change the type of equipment that you use or if you see deficiencies of how your workers are using them. Competent person needs to make sure everyone's fall protection is done carefully. Tie offs need to be engineered to support a person in the case of a fall. Make sure that your system will catch you if you fell from the distance at which you are working.

Don't use a harness/fall arrest system when working on a ladder. If you use the ladder correctly and follow the rules, that is the safety protection.

Guardrail systems are supposed to be 42" high. All stairs have to have handrails. If they are 44" to 88" wide they have to have handrails on both sides. If they are over 88" they have to have a handrail in the middle.

Need handrail if more than 4 steps.

If we do training for FMP maintenance folks, we should get out their harnesses and work with those in the training.

Barbara asked how to confront someone if they seem to be doing something unsafe. Larry told a story about someone doing something unsafe and there were 9 other people working around him. They all noticed and none of them said anything because they didn't want to get into a confrontation with him. The person ended up getting hurt really badly. Larry said that it helps if you have a general meeting with everyone and let everyone know that it is the expectation that if you see something, say something. Everyone needs to know that there is an expectation that we are all looking out for each other.

2. Announcements:

Wendy described changes to this year's wellness fair. It will be on January 31 from 10:30-1:30. There will be massages, and fitness assessments, and opportunities to sign up for the wellness challenge.

3. Action Items:

| WHAT | WHO | BY WHEN | STATUS |
|--|---------|----------|---|
| 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 | Daniel | Done. | Carly explained that if it |

| WHAT | WHO | BY WHEN | STATUS |
|---|---------|---------|--|
| serve bucket of bandaids available for students. | | | is an emergency, they will be treated. If it is not a life threatening emergency, patients have to make an appointment and fill out paperwork and often times people just want a bandaid and don't want to fill out the paperwork. In those cases, they don't get a bandaid. |
| Fall protection training for group. Check with OSHA for possible November meeting | Hayward | | Done. |
| Walk off mats and moss at Mary Spilde Center | Hayward | | Walk off mat is done. Moss not pressure washed. |
| Crack and loose plate SW corner of Center | Hayward | | The loose plate is still loose per JennieLynn. Crack not fixed yet. |
| 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 building 16 (Kevin and Barbara) about whether there will be a patch. | Hayward | | |
| Temporary wall on first level of Building 3 blocks bottom of stair on right side. Does the wall need to be moved? Does it need to be painted bright yellow? | Hayward | | |
| Ask Dawn Barth if she can do a periodic report on student accident reports to the safety committee. | Daniel | | |

4. Employee Issues and Concerns

- a. Sharon said that an employee brought an issue up which is that most restrooms do not have baby-changing stations. The person argued that this is a safety issue because she ends up changing her baby on the floor and this is potentially a sanitation issue.
- b. Luis saw two people walking on the roof of Building 6 two weeks ago and they had on no fall protection. Luis asked what to do if he sees something like that.
- c. Building 16/Room 117: There's a leak that requires buckets on the floor in front of the white board and when she teaches, they are a trip hazard. Also, concern about toxicity of water and exposure to employees and students. Concerns about asbestos. Jennifer reported that the roof is overdue for replacement. Facilities has gotten a design and cost estimate for repairing it and the cost is \$1,000,000. Barbara said that a few years ago, Facilities did a patch that lasted a year or two, but it is failing. Committee asked Jennifer to report on what we can do to patch it.
- d. Grady expressed concern about submitting work orders and then never knowing what happened.
- e. Luis reported that eye wash station in HazMat isn't working well. The water pressure isn't popping off the covers. It should be. Do we need to increase water pressure? FMP needs to look at this.

5. Accident/Incident Reports

FY18-21, SSS, Cut/Puncture/Scrape, Lid was taken off and replaced. Protocol to replace broken lids. People need to submit work orders if they see a cracked or broken lid.

FY18-23, SSS, Struck or injured by, Crank handle on Sanipac dumpster was frozen and was what resulted in the injury.

FY18-24, FMP-Florence, slip/trip/fall, employee to cut branches smaller, if needed or request assistance with heavy loads.

FY18-25, Student Services, Cut/Puncture/Scrape, fell while walking into campus from parking lot B. Employee wasn't paying attention and stumbled. Did not trip on any obstacles. Advised to be more focused when walking.

FY18-26, Public Safety, slip/trip/fall, tripped on cables, there is a temporary fix in place. FMP working on permanent fix as part of the move.

Discussion about Building 3 steeplecase. There are loose cables there now because of transition work. We need to be cognizant of this and watch out and fix things right away.

Sharon nervous about the staircase. Because barrier is sort of blocking the bottom of the stairs, concern that there is a hazard because people. Should we paint the wall yellow? Should wall be moved? Jennifer to look.

Carly asked what happens with student injury reports. Sharon said Dawn Barth handles these. Discussion about if Dawn could bring us a periodic synopsis of student accidents for review.