

Safety Committee Minutes
March 16, 2016
1:00 – 3:00 pm
Building 16, Room 211

Attendees:

Dawn Barth – Emergency and Risk Management Coordinator
 Sharon Daniel- HR Manager
 Barbara Dumbleton- Chair. Classified Representative
 Elaine Eiler-Mough- Classified Representative
 Jennifer Hayward – Facilities Management Planning
 Don Hein – Management Representative
 Kevin Lewis-Faculty Representative, Chemical Hygiene Officer
 Marleena Pearson – Classified Representative
 Nancy Schwoerer – Classified Representative
 Jennie Lynn Scott-Classified Representative
 Wendy Simmons- Wellness Coordinator
 Jace Smith – Director of Public Safety and Emergency Manager

Guest: Bryan Bennette –SAIF Corporation

1. Approval of Minutes

February minutes approved with correction

2 Announcements

- Smith reported Public Safety is hosting a drug take back and food drive on April 30 from 10:00:-2:00.
 - Hayward reported there was a roof leak in building 6. Remediation has been completed and air quality testing has been hired.
 - A button has been added to the safety committee web page to report safety hazards and concerns. It was recommended to share this information with via Lane Weekly.
1. Scott reported that the decorative wood wall in Center has nails sticking out of it that could be a hazard.

3. 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.
Alleyway egress blocked by City construction vehicles	Smith/Richardson		City owns alleyway and trucks have permits. It is suggested that we put up signs asking to not block egress.
Safety Training for managers			Barth suggests managers forums and deans meetings.
Lighting on Center	Hayward		Check on keeping lights on longer to avoid

WHAT	WHO	BY WHEN	STATUS
Dock			potential trip hazard.
S3 safety training	Daniel		Need more processing. Daniel working with Stone. Could be due to more unsupervised responsibility than in the past.

4. Issues and Concerns

- Titan Store has a forklift parked on the center building dock. The forks are occasionally left in a poor height which is a trip hazard. There is also poor lighting in the area which make it difficult to see. Hayward will be checking the light schedule in the dock area to see if the lights can be left on later.
- DCA has issues with lighting. There are not any lights in the lobby and there are flickering lights in front of the CE area.

5. ACCIDENT/INCIDENT REPORTS

MARCH 2016 MONTHLY ACCIDENT REPORT SUMMARY

Safety Log #	Date	Department Name	Dept Org	OSHA Log	Accident/Incident	Location	Injury	Countermeasures	Follow up	Completed?
FY16-41	2/20/16	Public Safety	275001	2016-2	Exposure Transient female spit in employee's face	Downtown Campus; 10th street	Blood borne pathogen exposure	None identified	following medical follow up	N/A
FY16-42	2/10/16	Enrollment Services	520001		Cut/Puncture/Scrape Employee transporting a box of flowers and punctured her finger on a box staple	Loading car at market of Choice parking lot	Punctured finger; became infected	None needed	None needed	N/A
FY16-43	1/26/16	SSS	285001		Slip/Trip/Fall Employee walking and tripped on raised bed (yellow sculpture)	Between building 11 and Center building	scraped knee and elbow; strained neck	Evaluate lighting in the area; it occurred around dusk and employee believes poor lighting contributed to the injury	Alyse will follow up with FMP about lighting	
FY16-44	2/23/16	SSS	285900		Cut/Puncture/Scrape walking in autoshop area; scraped his arm on the fender of a car	Building 12, Lower Level, Auto Shop	Scraped arm	Remind employee about paying attention when working in crowded area	Alyse Stone	Done

