

Safety Committee Minutes

March 21, 2017

1:00 – 2:00 pm

Building 16, Room 211

Attendees:

Barbara Dumbleton- Chair. Classified Representative

Amanda Blunt – Human Resources

Carly Policha – Health Clinic

Elaine Eiler-Mough- Downtown Center

Jace Smith – Director Public Safety

Julie Goode- Management Representative

Jennifer Hayward – Director Facilities

Kevin Lewis – Chemical Hygiene Officer

Luis Maggiori – Facilities Management Planning

Grady O’Connor – Faculty

JennieLynn Scott - Housekeeping

Brian Burnett – SAIF

Approval of Minutes

February Minutes approved

2. Issues, Concerns and Discussions

- How do we document safety training of new employees? Need systematic system for training and documenting of new hires. Health professions does their new hire safety training(s) on Moodle.
- Environmental Quality Inspector coming to look at the roof on building 16.
- JennieLynn stated she has been finding slipcovers on floors and electrical plug strips sticking out between tables.
- JennieLynn brought up concern about her August 2017 accident paperwork not making it to the Safety Committee. A question was raised about whether or not managers may keep a copy of accident reports. Amanda will get clarification
- Jace reported on EPT’s Earthquake tabletop drill.
- Elaine suggested a written guide be created for the DCA during an earthquake or other incident requiring an Incident Command System. DCA population is mostly transitory. Having a “How To” guide on premises might be helpful.
- Jace also announced DEA Drug Take Back Day will be April 28.
- Brian for SAIF stated that LCC claims have been steadily going down and that we are looking good.

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.
Crack and loose plate SW corner of Center	Hayward		
Building 16 roof leak. Report to Kevin and Barbara if there will be a patch.	Hayward		