

## Safety Committee Minutes

March 15, 2017

1:00 – 3:00 pm

Building 16, Room 211

### Attendees:

Barbara Dumbleton- Chair. Classified Representative  
Joan Aschim, Public Information Officer  
Dawn Barth, Emergency and Risk Management Coordinator  
Amanda Blunt, Human Resources  
Jennifer Hayward, Director of FMP  
Kevin Lewis, Chemical Hygiene Officer  
Marleena Pearson, Classified Representative  
Nancy Schwoerer- Classified Representative  
Jennie Lynn Scott-Classified Representative  
Wendy Simmons- Wellness Coordinator  
Mark Richardson- FMP Representative  
Don Hine- KLCC

### Approval of Minutes

February Minutes approved

### Announcements

1. Haz. Mat Training Event. Saturday March 18, 2017, LCC main campus.  
Hours 11am- 6 pm. Local agencies participating; LCC public safety, LCC Certs, LCC Emergency Preparedness Team, Eugene, Springfield and Lane County Fire and Haz. Mat teams, Goshen and Pleasant Hill fire districts; other groups
2. Take Back Drug Day, April 29. Drop off point, west side of campus by building 19 10- 2 pm.
3. Don Hine reports that the KLCC lobby is being upgraded to improve safety and security.

<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	Barbara is doing Science Nancy will do Food service Other departments?	On going	Need to identify other eye wash stations and see who is doing the test.
Bridge by Learning Garden	FMP Mark	On going	Jennifer reports that an

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needs to be evaluated and repairs or upgrade as needed			engineer report is that it is a safety hazard and the bridge should be removed.
Check on Eugene Fire Marshall for inspections of other buildings	Mark and Jennifer	Completed	Inspections are done on as needed basis. No further action required at this time.
Food Services dock very slippery when wet	Hayward and Schwoerer	On going	Mark says that “pan” will be put in place to divert rain water that is seeping through the cracks and beam seams
Cracks in building 16	Jennie Lynn	On going	
Grease Dumpster needs to be moved. Grease is being tracked across FS dock making it slippery	Mark and Nancy	On going	Mark will meet with Nancy to suggest the best place to put the dumpster.
Dawn suggested that a reminder be sent out regarding completion of incident reports as well as accident reports. We would like to know of incidents so we can address them before they become accidents. Suggests Weekly and Manager’s forum.	??	??	Not sure if this was discussed and if someone has agreed to put reminders in the weekly.
Jennie Lynn reported cracks in various locations in Bldg. 16	Jennie Lynn and Mark	Ongoing-7 leaks have been identified	FMP is working on identifying cracks and getting them sealed.

### Issues and Concerns

1. Nancy asked that the parking lot M lights be turned on by 4:30 am. Food service begin arriving on campus at that time.
2. Letter from faculty concerning the safety and maintenance of motor pool cars/vans. Jennifer will look into improving the maintenance and possible replacement of some vehicles.

### **ACCIDENT/INCIDENT REPORTS**

1. FY17-21, lifting injury. Has been resolved
2. FY17-23, did not following proper safety lifting or asked for help. Staff will be trained again on safe lifting and when they should ask for help. No further action required
3. FY17-24, damage to van when trying to park in small space. HR will follow up with, more information is needed
4. FY17-25, injury to back. More information is needed, HR to follow up,
5. FY17-26, eye injury. Recommend wearing full wrap around goggles and possible face mask when using grinder. Department is addressing the problem. No further action required.
6. FY17-27, back injury. Lifting technique training on Safe Colleges recommended. NO further action required.

### **Discussion Items**

1. Barbara led a discussion on how to improve safety training within each department. It is the college's responsibility to work with each manager to develop departmental safety training, guidelines, emergencies phone numbers, etc. Problem is how to get the managers to actually follow through.

Jennifer and Barbara recommend sending a letter to VP Brian Kelly, VP of College Services, asking that the college require that each department provide safety training.

Safety committee proposed that we review the current safety training check lists that currently exists, make changes if needed and then draft a letter outlining our recommendations. Joan Aschim said she was willing to edit the safety procedure guidelines; she requests that she be sent the most current form. Barbara will forward those on to Joan. Committee members are asked for their suggestions as well.

### **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 April 19th.