

Safety Committee Minutes

May 17, 2017

1:00 – 3:00 pm

Building 16, Room 211

Attendees:

Barbara Dumbleton- Chair. Classified Representative
Dawn Barth, Emergency and Risk Management Coordinator
Amanda Blunt, Human Resources
Elaine Eiler-Mough – Downtown Academic Campus
Jennifer Hayward, Director of FMP
Kevin Lewis, Chemical Hygiene Officer
Nancy Schwoerer- Classified Representative
Jennie Lynn Scott-Classified Representative

Approval of Minutes

April Minutes approved

Announcements

- No Announcements

3. Action Items			
WHAT	WHO	BY WHEN	STATUS
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? Jennifer	On going	Need to identify other eye wash stations and see who is doing the test.
Food Services dock very slippery when wet			Mark says that “pan” will be put in place to divert rain water that is seeping
Evakutrak Training needs to be done for employees at DCA	Barth and Eiler-Mough		Completed – 16 employees were trained
CML vendors are blocking doors open when unloading. Coordinators need to inform them it is a safety hazard	Barth		Completed

3. Action Items			
WHAT	WHO	BY WHEN	STATUS
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. Barth will contact chefs to encourage smaller loads of grease.

Issues and Concerns

- Scott wondered what number custodians should call after hours for potential hazards in the science labs.
 - Committee agreed that following college policy of calling Public Safety is the best option. They will follow incident command protocols and ensure the proper responders are notified.

ACCIDENT/INCIDENT REPORTS

- | | | | | |
|----|---------|-------------|---------------------------|---------------------------|
| 1. | FY17-29 | ESL | Staple in Finger | Counter measures in place |
| 2. | FY17-30 | S3 | Right Knee from wind | Possible to move can |
| 3. | FY17-31 | Flight | Emergency Landing | Appropriate per FAA |
| 4. | FY17-32 | Titan Store | Cut Thumb | New equipment-CMIP |
| 5. | FY17-33 | S3 | Bruise- | Replaced broken tote |
| 6. | FY17-34 | S3 | Scrape – Ran in to pillar | Be more aware of area |

Discussion Items

- Discussion around Safety training Document
 1. Send documents presented by Dumbleton.

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 June 14th.