

## Safety Committee Minutes

November 15, 2017

1:00 – 2:00 pm

Building 16, Room 211

### Attendees:

Barbara Dumbleton- Chair. Classified Representative  
Dawn Barth, Emergency and Risk Management Coordinator  
Elaine Eiler-Mough- Mary Spilde Center  
Jennifer Hayward – Directors of Facilities  
Nancy Schwoerer – Classified Representative  
Wendy Simmons – Employee Wellness Coordinator  
Jennielynn Scott – Classified Representative  
Marleena Pearson – Classified Representative

### Approval of Minutes

October Minutes approved

### 2. Announcements

- Simmons reported that the Employee Wellness fair is downsizing this year. More info will be coming as it gets closer.
- Hayward reported that facilities council needs some representation from safety. It is proposed that this be Chief Smith plus one other committee member. Hayward is willing to accept that role and committee agreed.
- Hayward announced we have a new Associate Director of FMP. His name is Lee Wiedeman.

### 3. Issue and Concerns

- Eiler-Mough reported that the courtyard area in the Mary Spilde Center was wood planks between the content squares that have become moss covered. This has made them very slippery. In addition, there are not walk off mats in the doorways. This is causing many people to slip when they come in.
- Scott reported a small corner of metal plating that is coming up near the SW corner of Center. Trip hazard.
- Barth reported a large crack in concrete slabs in the same area.

4. Action Items			
WHAT	WHO	BY WHEN	STATUS
Eye wash stations needed to be	Hayward	On going	Need to identify other eye

<b>4. Action Items</b>			
<b>WHAT</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>STATUS</b>
“run” once a week to insure they are functioning properly			wash stations and see who is doing the test.
Can Health Clinic have a self serve bucket of bandaids available for students.	Daniel		
Fall protection training for group. Check with OSHA for possible November meeting	Hayward		
Walk off mats and moss at Mary Spilde Center	Hayward		
Crack and loose plate SW corner of Center	Hayward		

#### **ACCIDENT/INCIDENT REPORTS**

FY18-14	Library	Cut	PPE purchased for future
FY18-15	Multi Cultural	Trip	Make sure cords out of walkway
FY18-16	Grounds	Smash finger	Use lamps when working
FY18-17	CFE	Fall	Possibly use a cane for stability
FY18-18	MDTA	Strain	No Counter measure needed
FY18-19	College Finance	Chest Pain	No Follow up needed
FY18-20	Acad Tech	Slip	FMP investigating.

#### **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 Nov 15