

Safety Committee Minutes
October 19 2016
1:00 – 3:00 pm
Building 16, Room 211

Attendees:

Barbara Dumbleton- Chair. Classified Representative
 Elaine Eiler-Mough- Classified Representative
 Jennifer Hayward – Facilities Management Planning
 Marleena Pearson- Classified Representative
 Nancy Schwoerer- Classified Representative
 Mark Richardson- Facilities Management Planning
 Jennie Lynn Scott-Classified Representative
 Wendy Simmons- Wellness Coordinator
 Jace Smith – Director of Public Safety and Emergency Manager
 Don Hine- Management Representative KLCC

1. Approval of Minutes

September minutes approved

2 Announcements

- Smith reported Public Safety is hosting a drug take back and food drive on October 22, from 10:00:-2:00.
- Great Shake Out earthquake drill on October

3. Action Items

WHAT	WHO	BY WHEN	STATUS
question was :does PS have key cards for all doors	Jace Smith	done	Jace confirms that PS has all access to all the door,
	????	On going	
Student activities; use of facilities, proper safety measures. Need a guideline from Student Life about what students are told about using the different spaces around campus, does event need PS presence? Does event require FMP?	FMP	On going	Need to contact Tina Lymath and see if she is aware of procedures and safety issues that may come up

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?		
Bridge by Learning Garden needs to be evaluated and repairs or upgrade as needed	FMP Mark	On going	Mark reports that an engineer report is due at any time.
Safety Committee watched Safe College video; topic- what is the safety committees responsibilities	All members who were present at todays meeting		Done

4. Issues and Concerns

- Nancy reports that a floor drain in Blenders, center building second floor, has mold growing and has become a health issue. An impulse request has been sent to FMP.
- DTC instructor should have keys when electronic system is not functioning.

5. ACCIDENT/INCIDENT REPORTS

No reports this month

6. 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.
- Building inspections. Safety committee currently does not receive any information about safety issue. How does the committee want to review this process?
- Reviewing safety plans, evacuation routes, spill response, training.

Next safety meeting November 16th.