**Safety Committee Meeting Minutes**

**February 25, 2016**

**Human Resources (Garfield Station) – Meeting Room**

**8:45 a.m.**

**Members Present:** Hakme Lee, co-chair; Tom Harvey, Dan Hammerquist, Yvonne “Wulli” Butler, Aaron Gunther, Joe Bell, Sue Liden and ToniAnn Johnson.

**Members Not Present:** Jason Weaving, chair, Laura Silcox, Cyndi Wolfer, and Steve Shumaker

**Approval of January 2016 Meeting Minutes:** January minutes approved.

**Call for Additional Agenda Items:**

Reminder from Laura Silcox to attend one or more of the Personal & Professional Development Opportunities on March 1 – March 3, 2016. Sign up at www.plu.edu/human-resources/

Additional Safety Concerns:

* 124th Street: Concern regarding the front of Olson (124th street) being very dark in the morning. It is difficult to see pedestrians as they cross the street. Something needs to be done. One option is a lighted crosswalk, which will be researched and reported on. Wulli will reach out to ROTC Battalion Commander to ensure that during PT reflective tape is worn on all cadets.
* Rock pathway: Discussion ensued regarding the rock pathway between the track/baseball fields. The ground is uneven and Athletics and Facilities have been in discussions. It needs paving. Wulli will discuss with facilities getting it graded out and refilled. Summer is a better time to complete this project. Short term fix will be an orange cone to highlight the uneven ground.

**Old Business:**

* Ceramics update: Still working on Installation of dust collector for ceramics glaze mixing area.
* Safety Committee PSAs update: Spring safety tips are being updated and have been publicized.

**New Business:**

* Fire Drill: Recap of the fire drill on February 18, 2016. Overall pretty good. Couple of inputs – be clear of the return to building message. Some went ahead of the all clear due to the building inspector informing the EBC they were allowed back in. Morken alarm didn’t work and a work order has been submitted. Reike has four exits and only two were used. Need to highlight the use of all exits in an emergency.
* Question asked on who receives the faculty sheets. EBC’s collect the faculty roll call sheets.
* Question on construction crews – are they provided with emergency procedures while on campus? Yes, they are aware of the emergency procedures and the necessity to follow the building emergency guidance in a drill.
* It would be extremely helpful if we could have a drill without notification.

* Incident/Injury Reports - There were 4 injuries reported in January – February 2016.

**January – February Injury Reports**

* 4 Injuries
* 1 OSHA recordable incident
* 0 Lost Time Cases and 0 Restricted Duty Days

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Slip/Trip/Fall** | **Sprain/Strain** | **Burn** | **Cut/Puncture** | **Hearing Loss** | **Impact** | **Allergic/Toxic Reaction** |
| Dining & Retail Services |  |  |  | 1 |  | 1 |  |
| Facilities Mgmt |  |  |  |  |  |  |  |
| Campus Safety |  |  |  |  |  |  |  |
| Res. Life |  |  |  |  |  |  |  |
| Academic |  |  |  |  |  |  |  |
| Univ. Comm. | 1 |  |  | 1 |  |  |  |
| Conf. & Events |  |  |  |  |  |  |  |

* Last January to February time frame we had a total of 13 injuries and this time frame a total of 4.

**Update:**

* Goals: Continue to reduce reporting time; goal is 48 hours. Continue to reach out to constituents. Reduce safety incidents campus wide.
* Last week there was an incident with a tree limb falling and injuring a student who was walking across campus. The student did not contact Campus Safety, but proceeded home and was later transported to an urgent care facility. Any accidents on campus should be reported to Campus Safety immediately.
* Building Inspections: Building inspections to continue during March, April and May. Joe Bell will complete Nesvig and Center for Continuing Education in March. Olson will be accomplished during Spring Break.

**Future Business:**

* Next meeting date March 17, 2016 at 8:45 a.m.

**Meeting Adjourned: 9:30 a.m.**

Respectfully submitted**,**

**ToniAnn Johnson**

**Secretary**