**Safety Committee Meeting Minutes**

**March 17, 2016**

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

**8:45 a.m.**

**Members Present:** Jason Weaving, chair, Hakme Lee, co-chair, Joe Bell, Sue Liden, Tom Harvey, Yvonne “Wulli” Butler, Aaron Gunther, Cyndi Wolfer, Bethany Piehl and ToniAnn Johnson.

**Members Not Present:** Dan Hammerquist, Laura Silcox, Elisabeth Esmiol

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

**Call for Additional Agenda Items:**

Introduction of new ASPLU Representative, Bethany Piehl. Bethany will replace Steve Shumaker.

Additional Safety Concerns:

Two thefts noted in Ingram. Camera equipment and Mac computer stolen. The camera equipment was taken from an unlocked office and the Mac computer was taken on a weekend from an unlocked classroom. The classroom was reserved and not used. SOAC is working with Conference & Events to secure unused rooms on weekends.

**Old Business:**

* Ceramics update: The equipment has been moved into the area and work is being coordinated with regard to duct and power to the equipment.
* Safety Committee PSAs update: Winter safety tips have been updated and completed and publicized in the Daily Flyer. We are examining the option of providing PSAs online rather than in the Daily Flyer to reach a greater audience.

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

**February – March Injury Reports**

* 4 Injuries
* 1 OSHA recordable incidents
* 1 Lost Time Cases

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Slip/Trip/Fall** | **Sprain/Strain** | **Burn** | **Cut/Puncture** | **Hearing Loss** | **Impact** | **Allergic/Toxic Reaction** |
| Dining & Retail Services |  |  |  | 1 |  | 2 |  |
| Facilities Mgmt |  |  |  |  |  | 1 |  |
| Campus Safety |  |  |  |  |  |  |  |
| Res. Life |  |  |  |  |  |  |  |
| Academic |  |  |  |  |  |  |  |
| Univ. Comm. |  |  |  |  |  |  |  |
| Conf. & Events |  |  |  |  |  |  |  |

One of the SC goals was to reduce the time lag between injury and reporting. We started tracking in 10/1/2015.

From 1/1/2015 – 9/30/2015, we had 49 incidents and the average lag time was 6.9 days. From 10/1/2015 until 3/14/2016 we had 21 incidents with the average lag time of 3.8 days.

We will continue to reach out to constituents and highlight the importance of reporting quickly. In an attempt to reduce lag time even more, the Safety Committee is checking with L & I on the feasibility of an online submission. The drawback is that the employee needs to sign the document. Joe Bell will verify if a signed scanned pdf will meet the requirements.

**Update:**

* Student Employee injuries: We have had 8 student injuries reported this year. Last year at this time, we had 14. We have reduced student injuries by 33% this year.
* Building Inspections: Building inspections to continue during March, April and May. Joe Bell will complete Nesvig and Center for Continuing Education in March. Joe Bell and Dan Hammerquist to inspect Hong and Kriedler on March 18, 2016. Olson will be accomplished during Spring Break.

**New Business:**

* Greg Premo and Joe Bell submitted a non-profit Security Grant for Cards Swipe Access to Memorial and Names and will know if approved in June.
* Benefits Fair April 7, 2016. SC will have a table and would like volunteers to staff the table. Joe Bell will email a google doc for people to sign up for a shift. Topic for the Benefits Fair will be *Personal Safety -* to include a false sense of security, bike/car safety, and windows/doors safety tips. Hand-outs will be provided.
* Enterprise has had a recall of 12 passenger vans. Sue will provide an update next month.

**Future Business:**

* Next meeting date April 21, 2016 at 8:45 a.m.

**Meeting Adjourned: 9:26 a.m.**

Respectfully submitted**,**

**ToniAnn Johnson**

**Secretary**