Willamette University Occupational Safety & Health Committee  
January 19th, 2011 Meeting Minutes

Keep until 01/19/2013

Members in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Department / Office</th>
<th>Phone</th>
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<tr>
<td>Rich Dennis</td>
<td>Service Center x6907</td>
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<tr>
<td>Jennifer Butler</td>
<td>Biology Dept. x6483</td>
<td>x4043</td>
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<td>Suzie Torre-Cross</td>
<td>Human Resources x4043</td>
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<tr>
<td>Melissa Treichel</td>
<td>Recorder, MOH Library x6018</td>
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<td>Jim Ames</td>
<td>Facilitator, Facilities x4287</td>
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<td>Margaret Schue</td>
<td>College of Law x6140</td>
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<tr>
<td>Micheal Seraphin</td>
<td>Service Center/ Purchasing x6055</td>
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<td>Suzie Torre-Cross</td>
<td>Co-Facilitator, Int'l Education x5493</td>
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<td>Karen Arthur</td>
<td>AGSM x6850</td>
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<tr>
<td>Shane Wibel</td>
<td>Athletics Dept. x6672</td>
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<tr>
<td>Ellis Webster</td>
<td>Portland AGSM (503-808-9901)</td>
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<tr>
<td>Mary Ann Zielinski</td>
<td>Health Center x4360</td>
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<td>Tyler Runyon</td>
<td>ASWU Rep</td>
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Absent Members

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<tr>
<th>Name</th>
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<tr>
<td>Linda Lombard</td>
<td>Financial Affairs x6728</td>
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<tr>
<td>Mary Ann Zielinski</td>
<td>Health Center x4360</td>
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Meeting convened at 10:20 a.m.

Old Business:

Item 1: Minutes

December 2010 Minutes approved.

Item 2: New Member

Shane Wibel joins the committee as our new representative from the Athletic Department. Skip Kenitzer is retiring.

Item 3: Update on Winter Street Radar Monitoring

Issue: Continued monitoring of the speed of motorists on the portion of Winter Street that passes through campus.

Report: Rich previously arranged with the City to have radar monitoring equipment set-up on Winter Street this week; he will follow-up with the City to find out exactly when the equipment will arrive.

Update 2/2/11: Radar system is in place as the Minutes are being compiled.

Item 4: Update on Star Trees Lighting Safety Procedures

Issue: Ensure pedestrian safety around Star Trees while seasonal lighting is installed and taken down. Current “Caution” tape and signage do not physically block access and pedestrians continue to walk under the trees during these periods.

Previous Action Taken: A staff person was stationed during this year’s take-down to prevent pedestrians from walking under the Star Trees; however, too many people walked by for one person to corral, and of those that were asked to walk around, many did not heed the warnings.

Discussion: Can the lights be taken down before students come back to campus in January? (Jim)—This depends on the contractor’s work load at the time (winter weather can decrease their availability), but we will try to schedule take-down during the break whenever possible. Can we set up a bigger barricade area with more forceful signage (i.e. NO ACCESS)? (Rich/Jim)—Absolutely a good idea for next year.

Recommendation: Better barricading procedures need to be developed to keep people out of the area. An authoritatively-marked person (or persons) should be stationed to direct people away from the area. Emails should be sent to campus warning people to use an alternate route during set-up and take-down times.

Item 5: Update on Smith and ADA Requirements

Issue: A Fall concert tribute to veterans resulted in some complaints regarding accessibility for those with mobility issues.

Previous Action Taken: After discussing issues of handicap parking, entrances, wheelchair placement in auditorium, interior ramps, usher assistance, and lack of information to groups that rent the facility, it was recommended that Jim contact the ADA Compliance Officer on campus—Kristen Grainger—in order to find out more about Smith and bring these issues to her attention.

Report: Jim spoke with Kristen and found out that Smith was inspected for ADA violations in 2007 by the Department of Justice; however, no violations were noted on their report. Jim will follow-up with Kristen to request a copy of the 2007 report. At Kristen’s request, Jim will also assemble a committee of people from relevant departments to work with her in addressing the issues in Smith.
**Item 6: Update on Icy Conditions Procedures**

**Issue:** During recent icy conditions, there was one injury reported related to an icy sidewalk. Campus does not have a policy for prioritizing paths to de-ice or communicating to the campus about the safest paths to use in inclement weather. Nor are there weekend procedures for de-icing the campus or dealing with snow/ice removal over the weekend.

**Discussion:** Creating policies and procedures for strategically de-icing the walkways and contacting campus about priority paths would be a large benefit to the community and would help to cut down on accidents caused by icy conditions.

**Recommendation:** Forward the recommendation to Grounds to develop a map of priority paths for de-icing, as well as contact strategies for informing campus of the safest routes—including procedures for dealing with icy conditions on the weekends. Rich will contact Jan Gardner to present this recommendation.

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**New Business**

**Item 1: Winter Street Crosswalk During Icy Conditions**

**Issue:** The Winter Street crosswalk near the Atkinson and Law schools is a main thoroughfare that connects the campus. During recent icy conditions, the crosswalk was dangerously icy and a staff member contacted the Safety Committee to suggest that it be de-iced as well.

**Discussion:**
1. Technically the crosswalk is not under Willamette’s jurisdiction, because it is on City of Salem property. However, we can certainly look into de-icing it as a possibility. Rich pointed out that if we did put sand down or post caution signs, we might be putting the University in a position to take responsibility for any accidents that occur there in the future.
2. What about other Winter Street crosswalks? Again, they are under the City of Salem’s jurisdiction. Campus sidewalks are our priority.

**Action:** Rich will follow-up with Grounds to discuss our options.

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**Item 2: Playhouse Walkthrough**

**Issue:** The Playhouse needs a safety walkthrough now that construction is complete.

**Action:** Jim will set a date for the walkthrough, ideally following our next meeting on Feb. 16th.

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**Item 3: OPEN FORUM**

1. **OHSA Training** – OSHA offers free classes and workshops. Information is available on their website: [http://www.orosha.org/](http://www.orosha.org/) “Accident Investigation” is recommended for Safety Committee members. OHSA also has a free lending library that includes safety-related videos, tutorials, and other materials.

2. **Visibility Issues/Overgrown Bushes on State Street** – When turning from Winter Street onto State Street, there are some overgrown bushes in front of the YWCA building that block a person’s visibility to see other motorists. Are the bushes on City of Salem property? The committee discussed how the parked cars in front of the YWCA and Carnegie building pose another visibility problem. Jim and Micheal will follow-up to see what visibility issues there are related to shrubs and cars and if the bushes need to be trimmed.

3. **Mill Stream Safety between AGSM and Law School** – There is an area between Atkinson and Law where someone could accidentally walk through a hole in the shrubbery and fall into the Mill Stream (i.e. a small child or someone that wasn’t paying attention). Jim and Rich will assess the situation and arrange for something to fill the opening, if appropriate.

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**ACCIDENT REPORT**

No new injuries or incidents reported.

**NOTE:** The final 2010 injury report will be distributed and posted around campus, per OSHA requirements.

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Meeting adjourned at 11:04 a.m.
Respectfully submitted by: Melissa Treichel, Access Services Manager, Mark O. Hatfield Library

Willamette University community members are welcome to attend any meeting as a guest and are encouraged to contact any Safety Committee member with concerns and/or questions. The committee will assess what body or department should address the issue/question and act accordingly.

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**Next Safety Committee Meeting**

Wed., February 16th, 2011 - 10:15 a.m. Harrison Conference Room, Putnam University Center