Willamette University Occupational Safety & Health Committee
February 16th, 2011 Meeting Minutes

Keep until 02/16/2013

Members in Attendance

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<tr>
<th>Name</th>
<th>Department/Role</th>
<th>Phone</th>
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<tr>
<td>Rich Dennis, Service Center x6907</td>
<td>Jim Ames, Facilitator, Facilities x4287</td>
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<tr>
<td>Jennifer Butler, Biology Dept. x6483</td>
<td>Margaret Schue, College of Law x6140</td>
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<td>Linda Lombard, Financial Affairs x6728</td>
<td>Ramona Murtha, Co-Facilitator, Int'l Education x5493</td>
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<td>Melissa Treichel, Recorder, MOH Library x6018</td>
<td>GUEST: Stephen Boyd, Facilities</td>
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<td>Betsy Johnson, Facility Services x6698</td>
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<td>Tyler Runyon, ASWU Rep</td>
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<td>Karen Arthur, AGSM x6850</td>
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<td>GUEST: Jan Gardner, Facilities</td>
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Absent Members

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<tr>
<th>Name</th>
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<tr>
<td>Suzie Torre-Cross, Human Resources x4043</td>
<td>Mary Ann Zielinski, Health Center x4360</td>
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<td>Ellis Webster, Portland AGSM (503-808-9901)</td>
<td>Micheal Seraphin, Service Center/ Purchasing x6055</td>
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Meeting convened at 10:17 a.m.

Old Business:

Item 1: Minutes
Corrected January 2011 Minutes were approved.

Item 2: Speed Display on Winter Street

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

**Outcome:** Radar speed display was set-up on Winter Street for approximately 2 weeks and has now been taken down. It was there to remind people of the speed limit--no statistics were taken.

**Recommendation:** The Safety Committee recommends that a speed display be setup on Winter Street at the beginning of each semester. This will alert new members of the Willamette community of the speed limit, as well as remind other drivers that use Winter Street.

Item 3: Star Trees Lighting Setup and Takedown

**Issue:** Ensure pedestrian safety around Star Trees while seasonal lighting is installed and taken down.

**Outcome:** A policy change has been determined for next year. Hardhats will be required for people working in the area, and better signage and barricading will be setup to keep pedestrians away from danger. A campus-wide email will be sent out to alert the community that the area around the Star Trees is completely off-limits during the dates of installation and takedown. After next year’s seasonal lighting has been taken down, the Safety Committee will follow-up on the situation to determine if any further recommendations should be made.

Item 4: Update on Recommended Grounds Procedures in Icy Conditions

**Issue:** The campus does not currently 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 in place for de-icing the campus or dealing with snow/ice removal over the weekend.

**Previous Action Taken:** The Safety Committee made a recommendation that these procedures be put into place. Rich Dennis communicated these recommendations to the Grounds and Custodial departments via Jan Gardner.

**Outcome:** The Grounds department has created a written policy that describes the priority areas for de-icing around campus and explains the methodology they use in clearing paths. At this time, it remains unclear how this information will be shared with the campus during inclement weather, and whether procedures will be developed for handling snow and ice removal over the weekends.

**Further Recommendation:** The Safety Committee further recommends that the Grounds department follow through on developing a plan for dealing with weekend snow removal. In the case of a major snowstorm, such a policy is important for the safety of students, staff, and campus visitors that must be on campus over the weekend.

Item 5: Mill Stream Safety Between LAW and AGSM

**Issue:** There is an area between Atkinson and Law near the Mill Stream, where someone that was not paying attention could accidentally walk through a hole in the shrubbery and fall into the stream.

**Outcome:** The area was inspected by Rich Dennis and Jim Ames and they determined that additional landscaping would solve the problem. Jim will follow-up with Grounds to have something planted in this area.
Item 6: Walkthrough of Playhouse

**Issue:** Now that construction is completed at Kresge Playhouse, safety committee walkthroughs can be conducted again.

**Outcome:** Jim has scheduled a walkthrough following the adjournment of today’s meeting (February 16th, 2011).

Item 7: Visibility Concerns Turning from Winter St. onto State St.

**Issue:** When turning from Winter Street onto State Street, there are some overgrown bushes as well as parking spaces in front of the YWCA building that block a person’s visibility to see other motorists.

**Outcome:** City of Salem is responsible for the landscaping the bushes and the placement of parking spaces; any complaints should be referred to the City for maintenance.

Item 8: ADA Compliance in Smith

**Issue:** A Fall concert tribute to veterans resulted in some complaints regarding accessibility for those with mobility issues. The Safety Committee is concerned about issues such as handicap parking, accessible entrances, interior ramps, wheelchair placement in the auditorium, usher assistance, and lack of information to groups that rent the facility.

**Previous Action Taken:** Kristen Grainger, the ADA Compliance Officer on campus, was contacted in order to find out more about Smith and bring these recent concerns to her attention. From this conversation, a working group of people from relevant departments was created to further develop the plan for addressing ADA compliance concerns in Smith.

**Report:** Jan Gardner from Facilities was in attendance at the meeting to report on the plan for Smith. Facilities dept. is well aware of the problems in Smith; in fact, a remodel has been on the list for many years. However, the price tag is very high ($750K-$1 million) and the plans are currently frozen by budget cuts. Nonetheless, plans are in progress to make the building ADA compliant.

New Business

Item 1: Winter Street Crosswalk

**Issue:** A member of the Safety Committee brought up the fact that it can be very dangerous to traverse the Winter Street crosswalk because many vehicles do not stop for waiting pedestrians.

**Discussion:**
1. Can we add stop signs? No, the city controls the street and will not allow.
2. A raised crosswalk or speed bumps were suggested. This might actually be possible but we would have to document issues and bring them to the City’s Safety Committee for their approval.
3. It might also be possible to purchase the street from the City in order to gain control, but it would cost about $5 million.

**Outcome:** Campus Safety will continue to document issues as they are reported.

Item 2: Defibrillators (AED’s)

**Issue:** A staff member recommended to the Safety Committee that exterior signage be added to campus buildings that house defibrillators (AED’s). Currently the only signage is located inside the buildings.

**Action:** Rich Dennis will obtain price quotes for exterior as well as additional interior signage.

**NOTE:** Defibrillators (AED’s) are located in the following buildings on campus. This listing is made available in the print Fusser’s guide:

- The main lobby of the Sparks Center
- Kaneko Commons in the hall just outside the atrium
- Men’s locker room at McCulloch Stadium
- The reception desk at the Oregon Civic Justice Center (formerly YWCA)
- Campus Safety Office
- Campus Safety vehicle

These devices provide simple verbal instructions for the untrained; however, it is highly recommended that the user take CPR training before using these. If assistance is required call Campus Safety before using an AED.

Item 3: OPEN FORUM

1. **Dangerous sidewalks** – Sidewalks are in serious need of repair in the following areas: (1) near Tennis Courts on Bellevue, (2) sidewalk between the sky bridge and the soccer field, and (3) near rental properties on 14th & Bellevue. Rich Dennis will follow-up with the City of Salem to ask them to fix these sidewalks.

2. **Tightrope walking** – The Safety Committee has looked into this safety concern in the past. It is not an insurance issue and students enjoy doing it, so creating a policy against it is not realistically going to happen.

ACCIDENT REPORT

New: A member of the custodial staff cut their hand when trying to change a scraper blade.
Meeting adjourned at 10:49 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.

Next Safety Committee Meeting

| Wednesday, March 16th, 2011 at 10:15 a.m., Harrison Conference Room, Putnam University Center |