Willamette University Occupational Safety & Health Committee
April 20th, 2011 Meeting Minutes

Keep until 04/20/2013

Members in Attendance

Rich Dennis, Service Center x6907  
Jim Ames, Facilitator, Facilities x4287  
Micheal Seraphin, Service Center/ Purchasing x6055

Shane Wibel, Athletics Dept. x6672  
Margaret Schue, College of Law x6140  
Tyler Runyon, ASWU Rep

Suzie Torre-Cross, Human Resources x4043  
Melissa Treichel, Recorder, MOH Library x6018  
Karen Arthur, AGSM x6850

GUEST:  Stephen Boyd

Absent Members

Jennifer Butler, Biology Dept. x6483  
Betsy Johnson, Facility Services x6698  
Ramona Murtha, Co-Facilitator, Int’l Education x5493

Mary Ann Zielinski, Health Center x4360  
Ellis Webster, Portland AGSM (503-808-9901)  
Linda Lombard, Financial Affairs x6728

Meeting convened at 10:20 a.m.

Old Business:

Item 1: Minutes

March 2011 Minutes approved.

Item 2: Signage for Defibrillators (AEDs) on Campus

Issue: A staff member suggested that additional signage is needed on campus to identify AED locations within campus buildings.
Outcome: Internal signs are now in place to identify all AED locations within campus buildings.
NOTE: Campus departments are encouraged to contact Rich Dennis to request AED training.

Item 3: Zena Farm Update

Issue: OSHA identified 3 safety concerns at Zena Farm that are now under consultation. Work orders were placed to address all of these concerns.
Report: Work orders have been fulfilled. No asbestos was found. A fire extinguisher was installed in the farmhouse and will need monthly maintenance by farm staff.

Item 4: McCullough Stadium Speed Bump Update

Issue: A new speed bump at McCullough Stadium needs to be painted so it is noticeable to motorists and others.
Report: There was confusion with the initial work order; however, the speed bump will be painted very soon.

Item 5: Tightrope Walking

Issue: Although tightrope walking has been identified as outside of the Safety Committee’s charge, a suggestion was made that perhaps the Outdoors Club could be asked to provide guidance to tightrope walkers.
Recommendation: Jim has a message in to Bryan Schmidt, Director of Campus Recreation regarding this suggestion.

New Business

Item 1: Suggestion from Staff Member about Campus Smoking Policy

Issue: A staff member submitted a suggestion to the Safety Committee via email regarding the smoking policy on campus. The suggestion was to promote a healthy environment by adopting a non-smoking policy on campus, or at least moving the smoking areas much farther away from building entrances and public areas.
Discussion: Another committee on campus has been formed and charged with researching this option. Therefore, the Safety Committee will pass on this recommendation to the appropriate committee members.
Item 3: OPEN FORUM – Concerns about University Vans

**Issue:** Many of the University-owned vans have loose steering and old brakes that make them dangerous to drive. Some have a “stay close to campus” designation because they are recognizably risky or likely to break down.

**Discussion:** Many other universities have moved to professional drivers because of the liability and upkeep needed to maintain a local van force. In general, 15-passenger vans are known for being dangerous; their top-heaviness leads to high percentages of rollovers compared to other vehicles. The advice of Suzie Torre-Cross is that the condition of our van force is an immediate concern that should be taken to David Douglass. Rich Dennis will first contact Jan Gardner and other necessary parties to determine current van program policies and identify liability issues.

### ACCIDENT REPORT

**One new injury:** A staff member fell on a slippery floor, resulting in an injured hip and back.

Meeting adjourned at 10:57 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, May 18th, 2011 at 10:15 a.m., Harrison Conference Room, Putnam University Center