Old Business:

Item 1: Minutes
July 2011 Minutes approved.

Item 2: Annual Goals & Objectives—Outreach and Communication
**Issue:** The Safety Committee is in the process of developing goals and objectives for the coming year. One of those goals is to improve communication and provide more outreach to the Willamette community.

**Report:** A few future goals came out of our discussion. The first is to implement a “safety question of the month” drawing, where individuals that read the meeting minutes and answer the safety question correctly are entered to win a monthly prize drawing. Specifics of questions and prizes will be discussed at the next meeting. Rich D. agreed to be in charge of the first month’s drawing once we are ready.

Another goal of the committee is to have a presence at the Health & Benefits fair in order to build connections between the committee and the Willamette community. Dependent upon whether we could obtain budget funds, hosting a TGIF would also be a great way to reach out, share information, and open channels of communication with members of the staff.

Item 3: Annual Goals & Objectives—First Aid Training
**Issue:** One of the Safety Committee’s goals is to provide more first aid training opportunities to staff.

**Report:** Securing a budget for the First Aid training will be an important first step. We will need to address this in the future.

Item 4: AGSM Fire Panel
**Issue:** Hardwiring of the Mudd Building of AGSM with the campus-wide fire alarm system was needed.

**Action:** This work was scheduled to be completed on Friday, August 19th.

New Business

Item 1: Confusion with “Service Center” at Extension 6911
**Issue:** Campus Safety and the other service departments sharing that office were recently renamed as the “Service Center.” This has led to some confusion when Willamette community members have called Campus Safety at x6911 and the phone was answered as “Service Center.” Laura Collins brought this concern to the meeting.

**Report:** Rich Dennis responded that the Service Center staff has had similar concerns and have just implemented a policy change to again include “Campus Safety” when answering the x6911 extension.

Item 2: New Committee Members Needed
**Issue:** New committee members are needed from Law and the Graduate School of Education. Our student representative has also graduated.

**Report:** Rich Dennis will contact Lisa Holliday in regard to a new student representative. Lindsay Miller was suggested as a potential member from GSE. Current representative from the Law School, Margaret Schue, will scout for a willing replacement.
Item 3: OPEN FORUM

1. University-owned off-campus dwellings: Emergency contacts and other relevant safety information should be posted for tenants.

2. Ergonomics assessments: Requested through Rich Dennis, who will contact Chad to provide the assessment. Assessment results will be sent to the employee’s supervisor, who must respond to the document with actions taken. It is up to the department to pay for any new furniture, etc.

3. Extension cord safety: Reminder to use powerstrips and extension cords appropriately in your department and public areas.

4. Overgrown plants: Tall plants and bushes obstruct visibility when exiting from the Matthews parking lot. A work order has been placed to address this. NOTE: Willamette community members shouldn’t hesitate to place work orders when they notice situations like this—or contact a member of the Safety Committee who would be happy to submit a work order.

ACCIDENT REPORT

1 new injury.

Meeting adjourned at 11:15 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, September 21st, 2011 at 10:15 a.m., Harrison Conference Room, Putnam University Center