Willamette University Occupational Safety & Health Committee
November 20, 2009 Meeting Minutes

Keep until 11/20/2012

Members in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Ext.</th>
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<tr>
<td>Suzie Torre-Cross</td>
<td>Human Resources 4043</td>
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<tr>
<td>Jim Ames</td>
<td>Facilities-Bldg Maintenance 4287</td>
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<tr>
<td>Ramona Murtha</td>
<td>International Education 5493</td>
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<td>Mike Ryan</td>
<td>Facilities Services 6802</td>
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<tr>
<td>Mary Ann Zielinski</td>
<td>Health Center 4360</td>
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<td>Margaret Schue</td>
<td>College of Law 6140</td>
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<tr>
<td>Jennifer Butler</td>
<td>Biology Dept. 6483</td>
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<tr>
<td>Skip Kenitzer</td>
<td>Athletics Dept. 6257</td>
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Members in Absentia

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<tr>
<th>Name</th>
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<tr>
<td>Rich Dennis</td>
<td>Facilitator-Campus Safety 6907</td>
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<tr>
<td>Linda Lombard</td>
<td>Financial Affairs 6728</td>
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<tr>
<td>Alice French</td>
<td>Hatfield Library Ext. 6476</td>
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Old Business:

Item 1: Minutes
Minutes from the October 21st meeting were reviewed and approved. Suzie led the meeting with Ramona as acting Secretary.

Item 2: OSHA Consultation Report

Issue: A summary report of Chris Hernandez’s consultation was presented. This report is a synopsis of overall impressions of the OSHA consultant, outlining areas of concern, and giving recommendations for improvement of safety programs and procedures. The full report is available in Rich Dennis’s office for any one to see. There were 201 issues. Of those, 111 were rated serious. Both Ford Hall (brand new building) and the newest addition to the Law School had issues. Redundant items (same issue in different places) included problems with kinds of electrical cords used; improper labeling / covers not closed on electrical boxes; and improper or no fall protection. Due date for corrections is 1/6/10.

Discussion: Question: Doesn’t new construction have to pass some kind of OSHA inspection?
Answer: No. There are other inspections that new buildings must “pass” but there is not a required OSHA inspection at the time of construction. We can see about making sure, as part of WU’s process, that this is done on future projects before they are signed off as done.

Question: How many of the items are from deferred maintenance?
Answer: Not a significant number. Of those that could maybe categorized as deferred maintenance are: improper/missing machine guards; inadequate safety/hand rails in Smith catwalks; and storage issues in Rogers.

Question: Who is responsible for addressing or initiating resolution for these issues?
Answer: Storage- Rich Dennis; electrical cords- Rich Dennis; mechanical: Jim Ames; training: Rich Dennis working with Chad Harvey (Empire Pacific, w.c. carrier). Chad was impressed with the number of employees who turned out for the heavy lifting training.

Question: One of the recommendations (item #7) is for “Periodic evaluation of the program”. The consultant describes this as reviewing “one or two programs during each monthly meeting”. What constitutes a “program”?
Answer: This refers to written procedures, training programs, and similar standard programs. This includes such procedures/programs for spill containment, hazardous materials handling, MSDS handling, respiratory mask training, etc.

Question: Can we train or otherwise do our own consulting so we don’t have to rely on OSHA for this kind of inspection?
Answer: Rich Dennis is getting training for this. With this ability, we would be able to identify and address the most important items more efficiently during regular walk-throughs. The Safety Committee will also break into smaller groups to do the building walk-throughs.

Action: Rich Dennis has requested an extension on the deadline for corrections due to the extended period that Willamette is closed over the winter break. We are committed to correcting each item, whether it is redundant or not.
**Item 3: Fire Drills**

**Issue:** Implementation of unannounced fire drills has commenced. Rich reports that these are going well.

**Recommendation/Action:** Continue regular unannounced drills.

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**Item 4: New Bike Racks**

**Issue:** There are not enough places for securing bikes so more have been purchased. These have arrived on campus.

**Action:** Ross Stout will direct where these new racks will go. Placement will likely include behind Law, Collins, and possibly Ford and Eaton. These will be bolted into the concrete. The Sustainability newsletter did include a notice to riders about appropriate places to secure their bikes. Skip noted that Sparks needs another rack or two, however, additional racks will probably have to purchased through individual departmental budgets unless another source of funding can be identified.

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**New Business**

**Item 1: New Co-Facilitator and Secretary for Term Starting in January 2010**

**Issue:** Rich Dennis is rotating off as Facilitator. Nominate and choose new co-facilitator and new secretary.

**Action:** Jim Ames nominated and selected as new co-facilitator. Ramona Murtha nominated and selected as new secretary.

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**Item 2: Meeting Day and Time Change**

**Issue:** Review current day and time for regular meeting.

**Action:** Committee agreed to new schedule of the 3rd Wednesday at 9:30 a.m.

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**Item 3: OSHA Industrial Hygienist Campus Visit**

**Issue:** This visit is a consultation requested by WU and will be on December 9th. The hygienist reviews policies and sites including but not limited to areas where there are eyewash stations/spill showers, sharps containers, chemical use and storage, health treatment, and use of grounds/maintenance tools and equipment. The areas are evaluated for having appropriate and hygienic supplies, and access to proper procedures. Main identified areas include Bishop Wellness Center, Grounds and Maintenance; Olin Science Center; Ford basement; boiler plant; and art.

**Action:** Mary Ann Zielinski will work with Rich for a specific time to come to Bishop so patients will not be interrupted during their appointments.

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**Item 4: New Members for Safety Committee**

**Issue:** We will need additional members to help cover the added emphasis on building walk-throughs and to replace any members going off. The new term for members begins in January 2010. Member terms are at least one year with maximum of three. One year acquaints member with the breadth of issues in which the Safety Committee is involved while an additional two or three years enables a member to become a more proactive member. Rotation off enables a broad range of employees to be involved. This strengthens occupational safety and health awareness across the university over time.

**Recommendation:** Current members are to identify potential candidates for nomination. Jim has two people identified to approach in Maintenance. We will again solicit from ASWU for student members. We have not been successful in getting student members.

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**Item 5: December Building Walk-Through**

**Issue:** Reestablish a walk-through schedule and implement it.

**Action:** We will resume walk-throughs in December in Ford Hall.

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**Item 6: Injury Log**

Suzie has talked to three employees with worker’s compensation related incidents. This makes 18 for the year. By end of December we could easily be over 20 which is unusual. This could either mean more incidents or better reporting.

Meeting was adjourned at 10:05 a.m.

Respectfully submitted by: Ramona Murtha, Administrative Assistant II, Office of International Education

**Next meeting:**

**Date:** Wednesday, December 16

**Place:** Smith Gallery, Smith Auditorium with walk-through in Ford Hall

**Time:** 9:30 AM