Willamette University Occupational Safety & Health Committee
January 20, 2010 Meeting Minutes

Keep until 1/20/2013

Members in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Suzie Torre-Cross</td>
<td>Co-Facilitator</td>
<td>x4043</td>
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<tr>
<td>Rich Dennis</td>
<td>Campus Safety</td>
<td>x6907</td>
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<tr>
<td>Ramona Murtha</td>
<td>International Education</td>
<td>x5493</td>
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<td>Mike Ryan</td>
<td>Facilities Services</td>
<td>x6802</td>
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<td>Vanessa Lamers</td>
<td>Campus Safety</td>
<td>x6849</td>
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<tr>
<td>Margaret Schue</td>
<td>College of Law</td>
<td>x6140</td>
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<tr>
<td>Jennifer Butler</td>
<td>Biology Dept.</td>
<td>x6483</td>
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<td>GUEST: Karen Holman</td>
<td>Faculty, Chemistry</td>
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Members in Absentia

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<tr>
<th>Name</th>
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<tr>
<td>Jim Ames</td>
<td>Co-Facilitator</td>
<td>x4287</td>
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<tr>
<td>Linda Lombard</td>
<td>Financial Affairs</td>
<td>x6728</td>
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<tr>
<td>Mary Ann Zielinski</td>
<td>Health Center</td>
<td>x4360</td>
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<tr>
<td>Skip Kenitzer</td>
<td>Athletics Dept.</td>
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Old Business:

Item 1: Minutes

Minutes from the 12/16/2009 meeting were reviewed and approved. Suzie led the meeting.

Item 2: OSHA Empire Pacific Training

**Issue:** OSHA consultation identified the lack of written emergency policy for each building and emergency response policy for first aid. Need to make sure full hazardous materials policy is in place and training needs met. Make sure training needs are met.

**Discussion:**

Question: How do we make sure everyone who could get value from a particular training participates?  
Answer: Certain categories of workers are required to have certain training but generally, we can’t force employees to take the trainings but we need to make it available.

**Action:** Fork lift training is scheduled for next week. Lifting training has been done. Look into offering separate trainings for target groups. The training is the same but the presentation and marketing can be adjusted for each group. For example, lifting training could be divided into trainings for maintenance, grounds, and facilities workers and a different training for faculty and other kinds of staff (like office staff). One member suggested that the Safety Education officer keep a training binder to track cycles of training so they happen regularly and also to track when communications about training have gone out.

Item 3: Building numbering

**Issue:** Ensuring that emergency responders can find correct building in emergency situations.

**Recommendation/Action:** The newest WU campus map with physical addresses have been delivered to all local emergency responders. Work orders are in place to put the address numbers on each building.

Item 4: Response to OSHA Consultation

**Issue:** We are under a deadline to address all issues identified in the OSHA consultation.

**Outstanding issues:** There are a few larger projects that need completion. Here is a sample of those.

1. Smith building catwalks: A third party consultation on possible solutions to the unsafe overhead walkways in Smith has been done. Their recommendations have been forwarded to OSHA for approval before any are implemented.

2. Eye wash and emergency shower stations (from Industrial Hygienist’s visit): The required maintenance includes that all showers/eye wash stations be run for 15 minutes each week. We cannot run the showers in Olin in that manner as there is no drain system or adequate pans under the showers to accommodate that kind of run. The shower on the first floor puts out black water (bad). The only shower that is works properly is in Sparks pool area. Only one quarter of the eyewash station are functional.
   OSHA will be consulted to determine if a modified version of flush requirement can be implemented until further decisions are made on showers. One permanent solution is to remove the showers from the hallways and move them into the labs with plumbing for drainage. OSHA does not require that all these eye wash stations in the places we have them. Many could be removed and eye goggle requirements be established to adequately address the danger. This includes eye wash stations in facilities and the art building.

3. Written Programs Procedures: Not complete. These are in process of being written/rewritten now.

**Action:** Complete projects within OSHA deadlines.
Item 5: Mill Street Crosswalk Re-do

**Issue:** The move of the Mill Street crosswalk (so access point is not in the driveway up to the U.C.) is almost complete. Repainting of pedestrian walkway in the street itself is not complete.

**Action:** Jim Ames is following to schedule the painting as weather permits.

Item 6: New Bike Racks

**Issue:** Still pending installation. Still not adequate racks for demand.

**Action:** Vanessa is in contact with a local bike advocacy group about avenues for funding additional racks.

New Business

Item 1: Training for Safety Committee Members

**Issue:** 1. We do not have adequate training to cover the accident/incident investigations. Safety Committee members need to be able to do these. 2. We need training on hazard identification in order to successfully perform building walk-throughs. These are required on a quarterly basis of every building on campus and must be documented.

**Action:** 1. Vanessa Lamers will make appropriate arrangements for accident/incident investigation training. The training lasts about one hour. 2. The February SC meeting will be used to receive the hazard identification training. Vanessa will bring a list of buildings so members can sign-up for building walk-throughs.

Item 2: Meeting Day and Time Change

**Issue:** Review current day and time for regular meeting. Vanessa has a permanent conflict with the time decided on in December (9:30 a.m.).

**Action:** Committee agreed to new schedule of the 3rd Wednesday and Vanessa will poll all SC members for time.

(POST MEETING NOTE: Survey of members resulted in agreement of 10:15 a.m. start time.)

Item 3: New Members for Safety Committee

**Issue:** Discussion of new members. One person so far identified as a new member is Kim Baker. Are there others?

**Recommendation:** Follow up with Jim Ames on final determination on new members.

Item 4: Guest question (Karen Holman)

**Issue:** How can we look into having a designated crosswalk at the intersection of Ferry and Winter (lines up to drive between Olin and Lausanne)? It is not very visible that there is a cross street there and traffic doesn’t always stop for peds.

**Recommendation:** Per Rich Dennis, Karen should contact the city public works department to find out what is involved and possibility. Also, as a matter of pedestrian safety, Rich will contact the Salem Police Department about doing a designated patrol of the marked crosswalk at Goudy. They will often designate a period of time to monitor a specific area if there seems to be poor notice taken of the crossing.

Item 6: Injury Log

**NEW ENTRY:** One incident involving a five foot tall cart with boxes on top toppling when an employee was moving it from a “no park” zone (was parked in front of an electrical panel). It appears that it was improperly loaded and improperly placed. Investigation pending.

**ANNUAL REPORT:** The 2009 annual OSHA 300 log (accident log for university) is due to OSHA on 1/31/2009. Suzie (HR) will complete this in time. There were 20 logged accidents (medical treatment necessary).

**INCIDENT LOG:** There is also an internal “incident” log. Summarization of this log will be part of the February Safety Committee Meeting. Incidents are any situation where there is minor injury or potential injury but does not move into a medically treatable situation. These are often considered “near-misses”. These do not involve worker’s compensation filing. All employees are encouraged to complete an incident report any time a “near-miss” happens. This enables the Safety Committee to review potential dangers for correction.

Meeting was adjourned at 10:30 a.m.

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

Next meeting

**Date:** Wednesday, Tuesday 24, 2010

**Time:** 10:15 a.m

**Place:** Autzen Conference Room (U.C. third floor)