Willamette University Occupational Safety & Health Committee
Wednesday, September 20, 2012 Meeting Minutes

Keep until 09/20/2015

Members in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rich Dennis, Campus Safety</td>
<td>x6907</td>
<td></td>
</tr>
<tr>
<td>Melissa Treichel, MOH Library</td>
<td>x6018</td>
<td></td>
</tr>
<tr>
<td>Andries Fourie, Faculty</td>
<td>x6258</td>
<td></td>
</tr>
<tr>
<td>Robert Passage, Athletics</td>
<td>x6420</td>
<td></td>
</tr>
<tr>
<td>Ramona Murtha, Facilitator, Int’l Ed</td>
<td>x5493</td>
<td></td>
</tr>
<tr>
<td>Micheal Seraphin, Recorder, Service Center/Purchasing</td>
<td>x6055</td>
<td></td>
</tr>
<tr>
<td>Karen Arthur, AGSM x6850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jennifer Butler, Biology Dept.</td>
<td>x6483</td>
<td></td>
</tr>
<tr>
<td>Katie Lahey, HR x6210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betsy Johnson, Facility Services x6698</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sue Koger, Faculty x6341</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leslie Cutler, CLA x6061</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Absent Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Ann Zielinski, Health Center</td>
<td>x4360</td>
<td></td>
</tr>
<tr>
<td>Meredith Stroh, ASWU Rep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Lombard, Financial Affairs</td>
<td>x6728</td>
<td></td>
</tr>
<tr>
<td>Ellis Webster, Portland AGSM (503-808-9901)</td>
<td>x6575</td>
<td></td>
</tr>
<tr>
<td>Sue Crothers, GSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly Slaughter, College of Law</td>
<td>x5317</td>
<td></td>
</tr>
<tr>
<td>Jim Ames, Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sue Koger, Faculty x6341</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meeting convened at 10:02a

Item 1: Introductions

- New ASWU rep – Meredith Stroh, new Faculty reps – Andries Fourie (Art) & Sue Koger (Psychology).
- Meredith, the ASWU student rep is unable to make this meeting time, so we will need to get another student rep since we cannot change the meeting time.
- Everyone went around and introduced themselves.
- Shout-out to Andries’s space – it is the cleanest and most organized given all of the work being done there, and equipment being used.

Old Business:

Item 1: Minutes

August 2012 Minutes were approved.

Item 2: Building Walk-throughs

**Issue:** Very few walk throughs were reported for the June cycle. Next quarter walk throughs are due in September (Rich)

**Action/Report**
- If we haven’t done so already, we need to do walk throughs this month.
- Let Rich know if you need help.
- The forms go to Rich and e-mailing them is fine.

Item 3: Speed Bumps on Pedestrian/Driveways

**Issue:** New speed bumps that were temporarily installed need to be permanently affixed (Rich)

**Action/Report**
- The ones in question are now secured in the ground and should not be an issue.

Item 4: Sight Lines around SW corner of Gatke

**Issue:** We had a concern about the lines of sight by the West-Southwest of Gatke and East of Ford

**Action/Report**
- There are a couple of other blind corners on campus.
- The big round mirrors would probably not work given the weather and the placement of them.
- It is worse by Ford and Baxter, the tight corner.
- If we placed a sign there, would people see/notice it? The people who are speeding through this area know that there are pedestrians who use it on a regular basis, so a sign might not do anything or get there attention.
- Are there any liabilities for not doing anything?
- Would it help to make that area a no golf cart area? The bicyclists and skateboarders are a bigger issue.
- Perhaps we can have lanes painted on the sidewalk, this would be the best option. Rich will talk to Chuck about it.

New Business
### Item 1: Sidewalk Trip Hazards

**Issue:** There was a near miss trip on the State Street sidewalk near the corner of State and 12th. This did not result in an injury and no formal report was filed (Jim/Rich)

**Action/Report**
- A near miss is a trip, not a fall.
- Rich and Jim went out, identified the spot, identified that our tree caused the issue with the sidewalk, and Jim will be having the sidewalk ground down.
- About 4 years ago was the last time walks were done to identify any tree growth/sidewalk issues.
- If the tree causing the sidewalk issue is a city tree, the responsibility falls on them to correct, but if it is ours, we have the responsibility.
- If, when walking around campus, we see any trip hazards, please do a work order and let Rich know so that we can ground down that area.

### Item 2: McCulloch Stadium Safety

**Issue:** A recent safety walk through identified numerous stadium seats that are in poor condition – broken, splintered, and/or weak (Rich)

**Report/Action**
- Rich was the one who conducted this walk through after a series of complaints.
- The wooden seats are old and some of them got changed out before the last game.
- There is lumber, but there is a separate labor issue to deal with.
- There are also some issues with some of the seats and the hardware used on them – we have to get them from a particular company.
- The steps are hard to see because of the way they are painted.
- The edges of the steps need to be painted, and we need to do something about them when they get wet.
- Depending on what is found, Rich will do a work order to get those taken care of, but he has been in communication with Jan about some of these things.

### Open Discussion

#### Item 1: Crosswalk by Atkinson/Law/Goudy

**Issue:** People don’t always stop or even slow down when pedestrians are in the crosswalk, it may only be a matter of time before someone is hurt there.

**Report/Action**
- The crosswalk sign blinks 24 hours a day, 7 days a week.
- Because the crosswalk belongs to the city, not WU, there is little that we can do.
- If people observe drivers not slowing down for pedestrians, it is encouraged to make note of the license plate and send that to the city.
- Can we do a crosswalk sting? Rich can look into that.

#### Item 2: Soccer Field Net

**Issue:** Status update of this

**Report/Action**
- Construction of the one on the North end has begun.
- The South end has been marked.

### Accident Report

There was an accident/injury at the boat house, with an employee who cut themselves. There was an accident on Monday, but it was not one of our employees so they won't go into the report. What goes into this report? What about vehicles? What about students?

- All accidents/injuries get reported and logged.
- Depending on the nature of the accident/injury determines where in our system it gets logged.
- People can use their vehicles from University Business, but they have to be on file with Campus Safety.
- We really should not be asking our student employees to use their vehicles to do things for us – this isn’t part of their responsibility.
- If we ask students to use their vehicle to do something for Willamette, then we are liable.
- Perhaps there should be some definitive information about vehicles and students, and policies around that.

Meeting adjourned at 10:42a

Respectfully submitted by: Micheal K Seraphin, Coordinator of Purchasing & Associate Director of Residential Services
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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 18, 2012</td>
<td>Harrison Conference Room (3rd Floor), Putnam University Center</td>
</tr>
</tbody>
</table>