Willamette University Safety Committee Minutes
Thursday November 20, 2014
Harrison Conference Room

Keep until 11/20/15

Members Present
Jim Ames, Facilitator, Facilities, x4237  Sue Koger, Psychology Professor, x6341
Karen Arthur, AGSM, x6850  Katie Lahey, Human Resources, x 6210
Leslie Coop, Olin Science, x6734  Rob Passage, Co-Facilitator, Athletics, x6420
Leslie Cutler, Eaton Hall, x6061  Kelly Slaughter, Recorder, College of Law, x5317
Rich Dennis, Campus Safety, x6907  Toru Tanabe, TIUA, x3317
SaVanna Huskey, Bishop Wellness, x6972  Ellis Webster, Portland AGSM, 503.808.9901

Members Absent
Betsy Johnson, Facility Services, x6698  Lonnie Swilhart, Facilities
Linda Lombard, Financial Affairs, x6728  Andres Oswill, ASWU Rep
Chris McFetridge, Hatfield Library, x6312

Meeting convened at 10:05 a.m.
The minutes from October’s meeting were discussed. Rich pointed out that “Montag” had been spelled incorrectly in a couple of places; Kelly indicated that these errors have been corrected in the original document. The minutes were then accepted and approved.

Old Business

Item 1: Blind corner at the entrance to the Physical Plant West parking lot - Update
In an effort to further demarcate the blind spot where Mill Street, the University Apartments, and the Graduate School of Management parking lot meet up, it has been determined that a cautionary “tiger stripe” (yellow and black) crossing should be painted there. Jim is going to draw a plan for striping this intersection and will present it at next month’s meeting.

Item 2: ASWU representation on the Committee – Update
Rich is going to check with Andres Oswill, the current ASWU representative, to see if he is still interested in being on the Committee, or if we should find a replacement.

Item 3: New location for campus emergency supplies - Update
Possible places in which to store the Campus’s emergency supplies were discussed. Currently the supplies are stored in the basement of Campus Safety in an area that is approximately 12’ x 14’. Committee members agreed that it would be best to split these supplies between two or three locations on campus so they will be easily accessible by people from all areas of campus. Possible storage locations suggested: the Sparks basement, the Art building (specifically the kiln room), a room within TIUA, and a room or space within the College of Law. Rich, Rob and Jim are going to explore these locations further and report back at next month’s meeting.

Item 4: The Stadium’s uneven steps - Update
Last month Rob reported that a few people have complained about the Stadium’s steps being unsafe as they are quite uneven in spots, mainly due to natural changes in elevation. Rob will have another look at problem spots and report back at next month’s meeting. It will then be decided if “Watch your step” should be painted in various spots or if signs should be installed.

Item 5: Exterior lighting issues - Update
Jim and Rich reported on the issue of poor lighting in areas near Montag, along the NW corner of Smullin, in the UC/Sparks parking lot, from the SE corner of the UC to the fountain area, along the north side of the Executive building, and in some areas around Atkinson. Rich indicated that lights have been repaired and/or replaced in some of these areas, and some shrubs have been cut back as well. Facilities are continuing to work on problem areas and are in the process of placing LED bulbs in pole lights. Not only are these bulbs brighter, they are designed to cut down on light pollution and are less expensive than the old type of bulbs. Rich also indicated that he and other Campus Safety employees are walking around campus during nighttime hours in an effort to keep an eye out for additional problem areas.

Item 6: Recommendation for SOPs in areas other than science labs that use and/or store chemicals & safety training webinars
Leslie Coop indicated that she has Safe Operating Procedures (SOPs) ready to place on the Willamette University website and asked where they should be placed. Rich indicated that they can be posted on the Safety Committee’s page, along with meeting minutes.
Leslie coop is making arrangements for a representative from a webinar training company to attend a Safety Committee meeting in January to present a demonstration and prices.

**Item 7: Loading Dock on the west side of the College of Law - Update**
Jim has not yet had a chance to evaluate this situation, but will take a look at it during the next month and report back at next month’s meeting.

**Item 8: Bicycles locked to ramp and stairwell rails - Update**
Rich asked Kelly for an update on last month’s report that someone had been locking their bike to the College of Law’s loading dock rail. Kelly indicated that during the past month, she has not noticed any bikes locked to the rail. Rich indicated that bikes locked to ramp and stairwell rails has become an issue campus wide and that Campus Safety is implementing a new warning tagging system. When a bike is found locked in this manner the bike will be tagged, a photo will be taken and the bike will be secured with a Campus Safety lock. The owner of the bike will be required to contact Campus Safety to have the bike released and a warning will be issued. A fine may be attached as well.

**Item 9: Winter Street crosswalk between the Mill Stream bridges (the back of Goudy and the front of the College of Law/AGSM)**
Karen mentioned that crossing the street at this location is often times still dangerous, as vehicles more often than not refuse to stop or even slow down when someone is in this crosswalk, or waiting to cross here. It was suggested that the City arrange a sting along this stretch of road or perhaps place a reader board speed limit sign close to the sidewalk. Rich indicated that the City has done stings in the past but never seem to catch anyone so they are reluctant to do any more. Kelly suggested that the stings take place between 11:00 and 1:00 as that is when many people cross over to have lunch on the other side of the campus and when the majority of these incidents take place. Rich is going to speak to the City again about the problem and offer these suggestions.

**Item 10: Safety reminder signs - Update**
Discussion resumed from last month on the safety tip signs ASWU members created last year and when these will be posted. These signs have simple reminders such as “walk at night with a friend,” and “jog with one or no ear buds in.” These signs have not been placed around campus yet as SARA (Sexual Assault Response Allies) members have expressed concern that the signs may not be politically correct and may make sexual assault victims feel responsible for attacks committed against them. The Committee & ASWU members feel these signs are important, so we will invite SARA members to a future meeting to discuss the signs and language that will be acceptable to all.

**New Business**

**Item 1: Vehicle break-ins**
Rich indicated there had been seven vehicles broken into over the past week. The break-ins have taken place between 8:00 p.m. and Midnight in the UC/Sparks parking lot. In each of these break-ins, items that were visible (i.e. purses, backpacks) were taken. Rich reminds everyone to lock valuable such as these out of sight or taken them with you. An email indicating the same was sent out to the Campus earlier this week. Rich also indicated that patrols in this parking lot have been increased.

**Item 2: Lock down drills**
Rich indicated that he has spoken about the drills to Monica Riami, Senior Vice President for Finance and Administration and they are in the process of planning table talks about drills for the students. He is also in the process of devising a drill plan and training with the Salem Swat Team. The Committee feels it is important to pursue these plans and training with students as soon as possible, especially in light of yesterday’s shooting at Florida State University’s library.

**Item 3: Unruly bicycle riders on campus**
Leslie Cutler asked if there is anything that can be done about unruly bike riders on campus. Bike riders riding recklessly, at an excessive speed, have been riding through various areas of the campus (i.e. around Eaton and down the sidewalk adjacent to Winter Street, in front of the College of Law). Often times these riders come very close to running into pedestrians. Rich indicated that it is okay for anyone on campus to tell these riders to slow down and be more careful. He also indicated that when problems such as these are observed, they should be reported to Campus Safety.

**Item 4: Old light sockets & brittle bulbs**
Leslie Cooper reported that recently a light bulb in Olin shattered, spreading glass shards around a doorway area. When the bulb was replaced, it was discovered that the socket was quite old and brittle and may not have had a firm grasp on the bulb. Rich and Jim indicated that the upcoming Winter Break would be a good time to go around campus inspecting these types of fixtures and bulbs and fixing them, to prevent future problems.
*Accident/Injury Report*

Katie Lahey presented the past month’s accident/injury report. There were nine incidents reported over the past month:

At Olin Science Building, an employee bumped their hand on a shelf when reaching for a bottle, splitting the skin just enough to cause a little bit of bleeding.

At Sparks an employee pulled a muscle in the right side of their back when pulling a 45 lb. bumper weight off of a bar on the lifting platform. The next group training will cover proper stretches and warm ups and will remind staff to ask for assistance when lifting heavy weights off bars.

A Facilities employee received a slight burn on their arm when changing a light on a chandelier.

At Olin Science Building, an employee lacerated their left wrist when a graduated glass cylinder they were cleaning cracked and shattered.

At Smullin Hall, an employee placed a mop handle up against a doorjamb to put a new mop head on, and when they turned, tripped over the mop section on the floor, bumping the right side of their forehead, above their eye.

At Doney Hall, an employee exiting the building at night, fell and sprained their right wrist and ribs. Facilities corrected the lighting situation and painted the steps white, so they could be better seen in the dark.

An employee was driving a van back from a tire business, and when waved out of the store’s driveway by a polite driver, pulled out in front of another vehicle and were hit. The employee was advised to, in the future, not pull out of a driveway unless all lanes were visible and safe.

A Facilities employee was driving a mule vehicle, and due to the sun blocking their eyes, drove between two posts, hitting one with the left tire, causing the steering wheel to twist hard, spraining their right wrist.

At Bishop Health Center, an employee was attempting to get a box of faulty scalpels to work. Half of the box of scalpels were in a semi locked position, and when the employee tried to open one, jammed it into their thumb. The defective scalpels were returned to the manufacturer.

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.

Meeting adjourned at 11:05 a.m.

*Future Meetings: 3rd Thursday of each month, 10:00 a.m., Autzen or Harrison Conference Room*

December 18, 2014
January 15, 2015
February 19, 2015