Willamette University Safety Committee Minutes
Thursday October 16, 2014
Autzen Conference Room

Keep until 10/16/15

Members Present
Jim Ames, Facilitator, Facilities, x4237
Karen Arthur, AGSM, x6850
Leslie Coop, Olin Science, x6734
Leslie Cutler, Eaton Hall, x6061
Rich Dennis, Campus Safety, x6907
SaVanna Huskey, Bishop Wellness, x6972
Katie Lahey, Human Resources, x 6210

Members Absent
Betsy Johnson, Facility Services, x6698
Sue Koger, Psychology Professor, x6341

Meeting convened at 10:00 a.m.
Minutes (or the lack thereof) from September’s meeting were discussed. Kelly was absent from September’s meeting and Lonnie volunteered to take the minutes. However, the minutes Lonnie took suffered water damage and no longer exist. Kelly will use Leslie Cutler’s notes from last month’s meeting to create minutes for the official record. The September minutes will be distributed to the Willamette community along with the October minutes.

Old Business

Item 1: Damaged tree/foliage procedures - Update
Guest speaker Jim Andersen, Grounds Manager, reported on tree damage caused by recent high-wind storms in the area and briefly discussed the University’s routine procedure for checking for tree and foliage damage around campus. Recent high winds caused a few tree limbs to fall down in and around the Executive Building’s parking areas: this damage has been cleaned up. Twice a year an arborist walks through campus, looking for and inspecting hazardous, or potentially hazardous, limbs and trees. Specific species and problematic trees are monitored regularly. (i.e. the oak trees at Sparks). When damaged limbs or trees, and/or limbs or trees that may potentially do damage are found, they are trimmed or removed.

Item 2: The Mill Stream Market cashiers area:
Jim reported that the heavy floor mats acquired from the Sparks construction have been placed and secured over the cords that run through the cashier’s area. The project is now complete.

Item 3: Chemical Hygiene Plan
Discussion will be continued at a future meeting.

Item 4: Blind corner at the entrance to the Physical Plant West parking lot
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.

Item 5: Crosswalk at intersection of Ferry and Winter Streets
Rich indicated that the City of Salem has approved his request for a crosswalk between the intersection of Ferry and Winter Streets and the sidewalk in front of Collin/Lausanne on Winter Street. He is not certain when the crosswalk will be painted. A blinking crossing light was also requested, but it is not known if one will be installed along with the sidewalk.

Item 6: Safety reminder signs
Rich is still pondering what to do with the safety reminder signs. He would like to consult with the Committee’s ASWU representative before proceeding further. This led to the question of why the Committee’s ASWU representative has not attended any meetings since the start of the new academic year. Rich is going to check and see if Andres Oswill, the current ASWU representative is still interested in being on the Committee, or if we should find a replacement.

Item 7: New location for campus emergency supplies - Update
Rich reported that a new location for the University’s emergency supplies is still being sought. For now, the supplies continue to be stored in the basement of Campus Safety.
Item 8: Adding visibility paint to Waller steps and the Stadium’s steps - Update
Rich reported that white paint has been applied to the front of the steps leading up to Cone Chapel, making them much more visible.

Rob reported that a few people have complained about the Stadium’s steps being unsafe as they are quite uneven in spots. It was suggested that “Watch your step” be painted in various spots on the stairs to make people be more aware of their actions when climbing the stairs.

New Business
Item 1: New and old reports of poor lighting and lights blocked by trees
Jim reported that during a recent evening call back, he noticed how dark it is in the area of Montague, Belknap and Westwood Hall, especially in the seating area on the west side of Montague. The trees in that area add to the feeling of darkness. The Committee wondered if perhaps another lamppost could be added to the area. It was also mentioned (at last month’s meeting) that the area around Ferry and Cottage Streets is also really dark. Jim and Rich are going to check these locations out and make recommendations for what can be done to add light to these areas. They will also look for lights that are being blocked by foliage and requested that those areas be trimmed back.

Item 2: Recommendation for SOPs in areas other than science labs that use and/or store chemicals
Leslie Coop suggested that Standard Operating Procedures (SOPs) and safety signs be placed in areas other than in science labs that use and/or store chemicals (i.e. Facilities). Jim indicated that Facilities has already posted OSHA approved signs in appropriate areas. Other areas that might profit from these types of signs will be discussed at a future meeting. It was suggested that OSHA signs be placed on the Willamette website for access by everyone.

Leslie also recommended that online safety training webinars, offered by various companies, be made available to all Willamette employees. Leslie is arranging for a representative from one of these companies to attend a Safety Committee meeting around the first of the year to present a demonstration and prices.

Item 3: Loading Dock on the west side of the College of Law
Kelly asked that the loading dock on the backside of the College of Law be evaluated for safety, as during a recent fire drill, a couple of students while exiting the building, came very close to walking off of the end of the dock. There is a three-foot drop from the end of the dock to the ground. There are stairs and a ramp for exiting the dock, however they are on the side of the dock and if one is not paying attention, it is easy to walk straight ahead thinking there are stairs at the end. It was suggested that either a chain or a gate be placed across that spot to keep people from potentially stepping off there. Rich and Jim are going to further evaluate the situation and possible solutions.

Item 4: Bicycles locked to ramp’s rail on the College of Law dock
Kelly asked if it was okay for people to lock bikes to the rail next to the ramp leading to/from the dock on the backside of the College of Law. Recently someone has been locking a bike in this spot, blocking and making the rail difficult/impossible to use. Rich stated that it is against policy to lock bicycles to any stair/ramp rail on campus. He asked Kelly to notify him should this happen again and he will place a tag on the bike and issue a citation to the bike’s owner. Anyone on campus who notices a bike locked to any stair/ramp rail on campus should notify Campus Safety.

Item 5: Earthquake Awareness Day, December 14th
The question of are we celebrating Earthquake Awareness Day came up. Most of the Committee agreed that since December 14th falls during Winter Break when most of the students are away from Campus, no drills would be held to bring awareness to the day. An email reminding everyone to read the emergency section of the Fusser’s Guide will be sent out instead.

Accident/Injury Report
Katie Lahey presented the past month’s accident/injury report. There were three incidents reported over the past month:

At the College of Law, a Facilities employee reached down to pick up a carpenter’s razor blade, and cut a finger on their right hand. The employee was taken for a tetanus shot and advised they should wear gloves in the future when picking an object such as this up. It is believed construction workers working on a classroom being built in the College of Law may have left behind the carpenter’s blade. Jim Ames will ask Jan Gardner to remind construction workers to clean-up after themselves when working on campus. A Facilities employee cut their head on a small screw located on the top of the cube truck. An investigation was conducted and it was recommended these screws should be cut off or covered.

A Facilities employee tripped on the lip of the bridge heading north to south outside of Goudy and fell on both knees. Incident is under investigation and a work order has been placed to repair the lip on the bridge.
An employee of the College of Liberal Arts Dean’s Office was experiencing aches and pains in both of their hands, due to typing. A workplace ergonomics assessment was conducted and proper equipment was ordered and put into place.

*Update: It has been nearly one year since a budget was put into place for workplace ergonomics assessments. During that time, several have been conducted. Contact Katie Lahey in Human Resources if you feel you are in need of such an assessment.

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 10:30 a.m.

**Future Meetings:** 3rd Thursday of each month, 10:00 a.m., Autzen Conference Room
November 20, 2014
December 18, 2014