Willamette University Safety Committee Minutes
Thursday September 18, 2014
Autzen Conference Room

Keep until 09/18/15

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
Chris McFetridge, Hatfield Library, x6312
Rob Passage, Co-Facilitator, Athletics, x6420
Lonnie Swilhart, Facilities
Toru Tanabe, TIUA, x3317
Ellis Webster, Portland AGSM, 503.808.9901

Members Absent
Betsy Johnson, Facility Services, x6698
Sue Koger, Psychology Professor, x6341
Linda Lombard, Financial Affairs, x6728

Andres Oswill, ASWU Rep
Kelly Slaughter, Recorder, College of Law, x5317

Meeting convened at 10:00 a.m.
The minutes from the August meeting were accepted and approved.
Kelly was unable to attend today’s meeting; *Lonnie volunteered to take minutes in her absence. (*Subsequent note: Lonnie’s notes water damaged and unusable, so Kelly has created these minutes with the use of Leslie Cutler’s detailed notes and other Committee members memories.)

Old Business

Item 1: Crosswalk at intersection of Ferry and Winter Streets and on 12th Street - Update
Rich will follow-up on his request with the city of Salem for a crosswalk and a blinking crossing sign between the intersection of Ferry and Winter Streets and the sidewalk in front of Collin/Lausanne on Winter Street.

An email reminding students to cross 12th Street safely will be sent out.

Item 2: Blind corner at the entrance to the Physical Plant West parking lot
Jim is going to review suggestions for how to make this area safer for commuters and pedestrians and will report back to the Committee at next month’s meeting.

Item 3: Fire & lock down drills - Update
Rich reported that recent fire drills held campus wide went well. He also indicated that more lock down drills will take place this semester.

Item 4: New location for campus emergency supplies – Update
Rich will present an update at next month’s meeting.

Item 5: Safety reminder signs - Update
Rich is pondering what to do about the safety reminder sign project that was discussed during the 2012-2013 academic year. This is a project the Committee’s former ASWU representative began, in which safety signs were going to be placed around campus reminding students (and the rest of the Willamette community) to do things such as use the buddy system when walking at night, and to remove ear buds when walking. Rich has the signs and is considering how to further proceed with them. Discussion will be continued at next month’s meeting.

New Business

Item 1: Damaged tree/foliage procedures
Katie asked about downed tree limbs and the procedure for preventing limbs from coming down and for cleaning up fallen limbs. It was suggested that Jim Andersen be invited to next month’s meeting to present the campus procedure for this issue.

Item 2: OSHA Visit
Rich reported that OSHA paid a visit to the Willamette University campus on September 3rd and that overall, we received good reviews.
**Item 3: CPR classes**
Rich reminded everyone that free CPR courses will be offered again soon and that Committee members should take them, if possible. He indicated that student employees can take the courses as well.

**Item 4: Poor lighting in vicinity of Ferry and Cottage Streets**
Rich has had reports of poor lighting in the Ferry and Cottage Street areas. He checked the area and found that lighting is poor and will work with Gary Grimm to have this corrected.

**Item 5: Executive Building bicycle racks**
Some of the employees in the Executive Building have complained about bicycle racks being in a bad location. There is one rack close by in a lit area, at the Annex building. Discussion will be continued at a future meeting.

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

A Willamette Store employee was cleaning their ear with the eraser end of a pencil. When their supervisor entered the room, the employee was startled and turned their head. As they turned, the pencil struck the wall and went into their ear causing bleeding. It was recommended that in the future, they use a Q-tip or other soft object to clean their ear.

At an unspecified location, a Facilities employee hurt their hip while bending over to tie their shoe. An investigation is pending.

During CM training, an employee was playing a running game in the Quad, fell and injured their left knee. An investigation is pending.

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**
October 16, 2014
November 19, 2014