Willamette University Safety Committee Minutes  
Thursday Aug 14, 2014  
Autzen Conference Room

Keep until 08/14/15

Members Present  
Jim Ames, Facilitator, Facilities, x4237  
Karen Arthur, AGSM, x6850  
Leslie Coop, Olin Science, x6734  
Rich Dennis, Campus Safety, x6907  
SaVanna Huskey, Bishop Wellness, x6972  
Chris McFetridge, Hatfield Library, x6312  
Kelly Slaughter, Recorder, College of Law, x5317  
Lonnie Swihart, Facilities  
Toru Tanabe, TIUA, x3317

Members Absent  
Leslie Cutler, Eaton Hall, x6061  
Betsy Johnson, Facility Services, x6698  
Katie Lahey, Human Resources, x 6210  
Sue Koger, Psychology Professor, x6341  
Linda Lombard, Financial Affairs, x6728  
Andres Oswill, ASWU Rep  
Rob Passage, Co-Facilitator, Athletics, x6420  
Ellis Webster, Portland AGSM, 503.808.9901

Meeting convened at 10:03 a.m.

The minutes from July’s meeting were accepted and approved.

Old Business

Item 1: The Mill Stream Market cashiers area:
Installation on the heavy floor mats Jim acquired from the Sparks construction to place over the cords that run through the cashier’s area is pending.

Item 2: Chemical Hygiene Plan
Discussion to be continued at a future meeting.

Item 3: Replacements needed: committee member to replace Micheal Seraphine and a co-facilitator
Cheryl Todd needs to name a replacement for Micheal Seraphine. Jim has spoken to Rob Passage, who has agreed to take on the position of co-facilitator. Rob will be replacing Leslie Cutler who remains on the committee but has stepped down from the position.

Item 4: Crosswalk at intersection of Ferry and Winter Streets
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.

Item 5: Blind corner at the entrance to the Physical Plant West parking lot
The following discussion took place at July’s meeting regarding the blind entrances/exports from Mill Street to the Physical Plant West (Facilities) and the two parking lots next to and in front of the AGSM:

One of these lots is a reserved lot and one is a standard lot (see map below). This blind spot, caused by the brick wall on the backside of the Physical Plant, along with the dumpsters parked near there often cause drivers to nearly collide with golf carts, pedestrians, and other cars exiting/entering from Mill Street into this area, even though there is a stop sign and a speed bump at this location. Ideas presented for raising awareness and making this entrance/exit and these lots safer to drive/walk in were:

1.) Add a painted crosswalk leading from the Physical Plant to the sidewalk next to Mill Street.
2.) Add stop signs to the beginning of the rows leading into and out of the parking spaces in the standard lot.
3.) Send out periodical reminders of these dangers via email.
4.) Paint a caution sign on the the brick wall of the Physical Plant.

In addition, people who park in the standard lot forget about (or are not aware of) the reserve lot and neglect to watch for and yield to traffic coming from the reserve lot into the driveway of the standard lot.

A group of committee members walked over to the area after the meeting was adjourned to see exactly what this area looks like and to ponder more solutions.

Follow-up: Jim is going to draw up and present suggested changes to the Committee, including some of the suggestions discussed at last month’s meeting. He also reported that the Physical Plant will be regaining some of their parking spaces, which will free up some of the overflow on Mill Street. Discussion will be ongoing.
**Item 6: Installation of two new blue emergency phones**
Rich reported that the blue phone for the quad is now installed and is operational. Installation of the new blue phone for the Sparks parking lot has been delayed until cleanup from construction is finished.

**New Business**

**Item 1: Adding visibility paint to Waller steps**
Rich reported that white paint has been applied to the main steps leading to Cone Chapel.

**Item 2: Leslie Coop report on CSHEMA conference & other hazardous waste news**
Leslie Coop presented materials and information she acquired at a recent CSHEMA (Campus Safety Health & Environmental Management Association) conference. At the conference, she learned about things such as inventory, training software, safety gear, flame resistant items, alert systems and a safety measures flip chart.

Rich reported that a new storage area for hazardous waste has been created in the basement of Collins Science Center. Items placed here are things like gloves and chemicals.

Jim indicated that the most often recycled item at Facilities is oil, which is transported to the county dump.

**Item 3: ASWU reports poor lighting and lights blocked by trees**
Rich reported that ASWU spoke with Ross Stout about the poor lighting in Lee’s courtyard and the lights around Sparks being blocked by trees. These situations are being investigated and discussion will continue at next month’s meeting.

Rich indicated that OSHA will be on campus on September 3rd. If you would like for OSHA to view and consult with you about your area, please let Rich know.

**Accident/Injury Report**
Jim Ames presented the past month’s accident/injury report, as Katie Lahey was presenting at the new faculty orientation. There were two incidents reported over the past month:

At Olin Science, an employee was playing a game with students. One of the students threw a block of ice at the employee, injuring the employee’s knee and causing some scrapes and bleeding. The employee met with their supervisor to discuss the prevention of future horseplay with students.

An employee was walking down the pathway toward the south entrance of the Law College and caught the tip of their footwear on the walkway. They fell and received scrapes, scratches and bruises on their elbows and knees. Facilities will examine the walkway and determine what corrective maintenance needs to be done, if any.

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**
September 18, 2014
October 16, 2014
November 19, 2014