Willamette University Safety Committee Minutes
Thursday June 19, 2014
Autzen Conference Room

Keep until 06/19/15

Members Present

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<th>Name</th>
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<td>Jim Ames, Facilitator, Facilities</td>
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<td>Karen Arthur, AGSM</td>
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<td>Leslie Coop, Olin Science</td>
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<td>Rich Dennis, Campus Safety</td>
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<td>SaVanna Huskey, Bishop Wellness</td>
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<td>Katie Lahey, Human Resources</td>
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<td>Chris McFetridge, Hatfield Library</td>
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<td>Rob Passage, Athletics</td>
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<td>Michael Seraphin, Purchasing, Service Center</td>
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<td>Kelly Slaughter, Recorder, College of Law</td>
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<td>Lonnie Swilhart, Facilities</td>
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<td>Toru Tanabe, TIUA</td>
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Members Absent

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<td>Catherine Collins, Rhetoric</td>
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<td>Leslie Cutler, Eaton Hall</td>
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<td>Marva Duerksen, Music, Women’s &amp; Gender Studies</td>
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<td>Betsy Johnson, Facility Services</td>
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<td>Linda Lombard, Financial Affairs</td>
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<td>Andres Oswill, ASWU Rep</td>
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<td>Ellis Webster, Portland AGSM, 503.808.9901</td>
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Meeting convened at 10:05 a.m.
May 2014 Minutes: two corrections were made. First correction: Old Business, Item 2: Update on possible locations for emergency supplies storage area(s). Second sentence was changed to “Possible storage areas are Sparks, the Atkinson Annex and the basement of Ford (which already has an emergency generator).” Second correction: New Business, Item 1: Safety concerns in the Facilities Department. The date in the first sentence was changed from April 25, 2018 to April 25, 2014. The minutes were then accepted and approved.

Old Business

Item 1: The Mill Stream Market cashiers area:
Jim acquired some old heavy floor mats left over from the Sparks construction and will place those over the cords that run through the cashier’s area. The mats are heavy enough to hold the cords in place. Jim also reported that he spoke with Jan Gardner who indicated there are no plans to expand the Mill Stream Market in the foreseeable future.

Item 2: Update on possible locations for emergency supplies storage area(s)
Rich proposed that this be tabled until after the new academic year begins this fall as too many people are busy with departmental/office moves at present.

Item 3: Blue light emergency phone installations
Jim reported that the installation of the two new phones, which have been delivered, will take place sometime this summer, after cement bases are poured.

Item 5: Presentation of Hatfield Library safety procedures
Chris presented Hatfield Library’s emergency procedures, which are included at the end of this document. The committee agreed that Hatfield’s procedures are very good and would make an excellent model for the entire campus. Chris was asked if library employees (including student employees) were assigned specific roles to carry out, to which he replied No. This is because the number of people and who they are varies from hour-to-hour and day-to-day, so instead of having assigned roles, all employees have been trained and all know what needs to be done.

Item 6: Safety concerns in the Facilities department
Katie reported that a Risk Management Consultant/Trainer from Empire Pacific Insurance will be on campus soon to provide training for Facilities employees. Dates have yet to be determined.

Item 7: Lock-down drill updates
Rich announced that a lock-down drill was held recently at Print Services and went well. A drill will be held soon for the Grounds Crew and their student employees.
New Business

Item 1: Chemical Hygiene Plan
Leslie Coop, committee member and the campus Chemical Hygiene Officer proposed that the campus put a chemical hygiene plan into place. The plan would consist of such things as training for facilities personnel who clean rooms with chemicals stored in them, notification methods for special cleanings (i.e. advanced notification for those who work in the building or a specific room to be cleaned), and cleaning methods and requirements. As some discussion it was decided that those who should be involved in initiating such a plan should include Leslie, Jan Gardner (Director, Facilities Services), Betsy Johnson (Facilities Services Team Leader), Lisa Holliday (Associate Dean of Campus Life and Director of Student Activities, specifically Bistro employees in this instance), and an OSHA representative. Discussion will be continued at next month's meeting.

Item 2: CPR class to be offered
Rich announced that two CPR classes will be held on Tuesday, July 8th, in Smullin 216. The classes are free. One will be held from 8-11 and the other from 1-4. Certification is granted at the conclusion of the course is good for two-years.

Item 3: Departure of Micheal Seraphine/replacements needed
This is Micheal Seraphine’s last meeting as he will be leaving soon to assume operational responsibilities for residential housing at Rider University in Lawrence Township, New Jersey. Therefore, a replacement for his position on the Safety Committee will need to be appointed by Cheryl Todd. In addition, the committee still needs a co-facilitator to replace Leslie Cutler who stepped down from the position.

Accident/Injury Report
Katie reported that as of the date of the meeting, no injury reports had been filed for the month of June. However, two incidents were filed for the month of May:

A Facilities employee slipped while mopping the floor in Goudy Commons. The employee was advised to wear non-slip shoes.

A Facilities employee was re-weighing the rigging system for the Theater stage lights when one of the brakes failed and the rigging system broke free, causing the rope to shoot straight up with 400 pounds of force. It pulled the employee up 5 feet before they were able to let go. The rigging system is out of service and will be until an investigation is completed. The University will be hiring a third party professional to evaluate the system and provide us with a report.

Suggestions for prevention of future incidents are always welcome.

Meeting adjourned at 11:15 a.m.

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.

Future Meetings: 3rd Thursday of each month, 10:00 a.m., Autzen Conference Room
July 17, 2014
August 21, 2014
September 18, 2014
Hatfield Library’s Safety Procedures  
6/19/2014  
Provided by Chris McFetridge

Quick Facts:
● The library safety committee (the committee) is comprised of between 5 and 7 members. Currently
  ○ Chair, Alice French - Technical Services Specialist  
  ○ Gary Klein - Economics Librarian  
  ○ Shanel Parette - Access Services Manager  
  ○ Dillon Peck - Circulation & Stacks Supervisor  
  ○ Christopher McFetridge - Administrative Assistant / Archives Assistant  
  ○ Ashley Toutain - Processing Archivist / Records Manager  

● The committee is diverse, including: administrative staff, classified staff, librarians, etc.

● The committee meets for one hour roughly once every two months (meetings occur more frequently if deemed necessary)

● Between meetings members of the safety committee are asked to be aware of any safety concerns. These concerns are directed toward the building manager who works to remedy any problems with the help of Facilities.
  ○ Basic concerns are handled without convening a ‘special session’ of the committee.
  ○ More troubling concerns may require additional meetings to be scheduled.

Meeting Environment
Meetings are relatively informal in order to promote a comfortable and productive atmosphere. Members are encouraged to share safety concerns as well as accomplishments.

Responsibilities
The committee’s primary responsibility is to review safety concerns that could pose a threat to staff, students, or the library collection. As an example, the committee regularly performs building walkthroughs—looking for things like ‘piggy-backing’ powerstrips, trip hazards, and building leaks. In addition to monitoring basic safety concerns the committee routinely re-evaluates current safety policy—Fire drill procedure, lockdown procedure, evacuation routes, and first aid kit policy are all topics currently being assessed by the committee.

Communication
Our group recognizes that progress made within the committee cannot be effective unless it is communicated to the entire library staff. Our monthly all-staff meetings provide the safety committee with a platform to communicate its concerns and accept questions from staff. As a general practice our staff is trained to alert each other to minor problems in the library via the library’s group email. This helps to ensure that all library staff are aware of any given issue. In the event that staff need to be alerted to dangerous conditions with haste the committee could place phone calls to staff member’s personal phones via an emergency contact card created for that purpose.