Willamette University Safety Committee Minutes  
Thursday March 19, 2015  
Harrison Conference Room

Keep until 03/19/16

Members Present
Jim Ames, Facilities, x4237
Leslie Coop, Co-Facilitator, Olin Science, x6734
Leslie Cutler, Eaton Hall, x6061
Rich Dennis, Campus Safety, x6907
SaVanna Huskey, Bishop Wellness, x6972
Sue Koger, Psychology Professor, x6341
Max Kroner Dale, ASWU Representative
Katie Lahey, Human Resources, x 6210

Members Absent
Karen Arthur, AGSM, x6850
Betsy Johnson, Facility Services, x6698

Meeting convened at 10:00 a.m.

**Old Business**

*Item 1: Gate at 12th Street sky bridge*
Rich is working on the recommendations discussed at last month’s meeting.

*Item 2: Rock removed from Henkle Gym area & subsequent hole in ground*
Rob will check on this and report at next month’s meeting.

*Item 3: Convex mirror at the corner of the 12th Street sky bridge*
Rick is working on this and will report at next month’s meeting.

*Item 4: Blind corner at the entrance to the Physical Plant West parking lot*
Jim reported that the fence/gates at Physical Plant West have been installed and are having the desired effect of forcing the students to use the sidewalk. However, students now have a tendency to dart around the corner of the new fence and walk out into the area where vehicles are exiting the AGSM parking (out into the area where the warning stripes are to be painted). It was decided that an official letter of request, along with a diagram, would be submitted to the proper parties so that the warning stripes could be painted in a timely manner. The Committee will also request that the phrase “Look both ways” be painted on the ground in front of the Physical Plant wall so that drivers exiting the AGSM parking lot will be warned to look in all directions. Rich and Jim are going to finalize the diagram and then draft a letter of request.

*Item 5: Building Safety Captains*
Rich reported that the Building Safety Captains list is being updated and that Ross Stout and Wendy Gleason are in the process of developing training sessions for the captains. Training will cover natural disasters, active shooters and fire drills.

*Item 6: Sparks remodel: the steps to main entrance*
Toru asked when the steps would be painted and/or repaired, as they are still in disrepair and dangerous. The Committee agreed that this is something that needs to be addressed sooner rather than later. Rich will write a letter of recommendation to Facilities requesting that this task be moved up on their priority list.

*Item 7: Winter Street crosswalk between the Mill Stream bridges*
Kelly reported an incident that occurred to her and a coworker in the past month and asked when something would be done to make this crosswalk safer. The incident occurred at 1:00 p.m. on a recent weekday. Kelly and a coworker were in a vehicle, traveling towards Salem Hospital, when they stopped at the crosswalk to allow a student to cross. While waiting for the student to walk across the street, a white vehicle with Florida plates passed their stopped vehicle, on the right, at a fairly high rate of speed. The passing vehicle did not even attempt to slow down as it came off of State Street and up behind their vehicle and the sidewalk. The student was extremely lucky they did not get hit while crossing the street.

Rich will contact the Salem Police Department and ask them to increase patrols in this area. He will also ask if a radar “speed limit, your speed” sign can be placed in this vicinity. In addition, Rich will contact Salem Public Works and ask if flashing crosswalk lights,
like those at the crosswalk on 12th Street, can be installed at this crosswalk. Because this is a Salem city street, Rich suggested that concerned parties get together and attend a City of Salem Council meeting to address the issue and point out how dangerous this crosswalk can be and to ask what measures can be put in place to make it safer.

**Item 8: Damaged post outside of Library Director’s exterior office door**
Jim reported that the damaged support column has been removed and a new column put in place. There is still a large hole around the column that needs to be filled.

**New Business**

**Item 1: Safety on Campus Day: April 1, 2015**
Rich and Rob reported that there will be various groups set up on Brown Field, the grassy area next to the University Center and Goudy, on Safety on Campus Day, Wednesday, April 1, 2015. The groups will be there from 11:00 a.m. to 1:00 p.m. Approximately twenty groups and organizations from on and off campus will be participating. Some of these are Oregon K-9 search teams, Willamette Emergency Medical Services (WEMS), the Union Pacific Railroad and Operation Lifesaver, Community Emergency Response Teams (CERT) and the Salem Fire Department. Safety information will be shared and some gifts will be distributed.

**Item 2: Recycle bins & recurring injuries**
It was pointed out that employees who empty the standard blue recycling cans used in office and hallway areas are having a difficult time emptying them into the large recycling bins/dumpsters located outdoors. When lifting the smaller blue bin up to be dumped into the large bin/dumpster, injury has occurred to employees whose lift-span cannot quite reach the taller bins with ease. Recently an employee was injured quite severely when performing this task, which led to the question, how can this problem be addressed and solved. It was decided by the Committee that ramps should be placed next to the large dumpsters so employees can approach the bin and lift the smaller can to a safe and comfortable level to empty them, without having to over reach. Jim will look into this further and report back at next month’s meeting.

**Item 3: Ramps in Sparks**
Rob reported that the ramps that go around the basketball floor in the Cone Field House are stored oddly and present a tripping hazard. Rich, Rob and Jim will take a look at these and see what can be done to either store them differently or in another location.

**Item 4: Spring Break fire drills & sprinkler testing**
Rich reported that fire drills and sprinkler testing would be held over the upcoming week of Spring Break. He indicated that everyone present in the buildings should exit during the fire drill, but not during the sprinkler testing. It was pointed out that a message had already been sent around to campus indicating people did not need to exit during either event. Rich indicated he would send a new message, with new directions. Chris asked Rich and Jim to pay particular attention to the Archives room in Hatfield Library when alarm testing was done, as the building’s fire alarms cannot be heard upstairs in the archive area. Rich and Jim will check this situation out and report back at a future meeting.

**Item 5: Zena Forest tool shed**
Katie Lahey reported on a recent injury that occurred in the tool shed at Zena Forest. Discussion ensured as to how this is not the first time someone has been injured in that tool shed, which is always dimly lit and not always maintained as it should be. The Committee decided the tools should be secured in a better manner and dangerous tools, such as saws, should be stored in a designated area, away from common tools and equipment. Joe Abraham, the Director of the Sustainability Institute, has requested in the past that Willamette University give Zena Farm/Forest an OSHA-like review. The Safety Committee agreed that this is a good idea and will pass the request along to Human Resources.

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

*At Waller Hall, an employee was filing papers into a file cabinet when the cabinet tipped onto them. The employee was able to catch the cabinet and upright it before it fell completely onto them. A request was submitted to Facilities to strap the file cabinet to the wall.*

*If you know of any heavy cabinets or book cases in your area that are not strapped/secured to the wall, let Human Resources know.*
A Facilities employee injured their right forearm when lifting a recycling bin approximately five feet off the ground, to empty it into a large recycling dumpster. This problem was addressed at this month’s Safety Committee meeting (see above: Item 2 under New Business). This is a recurring problem, however this particular injury was more severe than most, due to no fault of the employee.

At Zena Forest, a Grounds employee was reaching for a tool in the dimly lit tool shed when a saw fell off the wall, cutting his right arm. The cut did require stitches and the incident is under investigation (see above, Item 5 under New Business).

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 10:34 a.m.

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

April 16, 2015 – this meeting will be chaired by Leslie Coop.

May 21, 2015
June 18, 2015
July 16, 2015