Willamette University Safety Committee Minutes  
Thursday, August 27, 2015  
Harrison Conference Room

Keep until 08/27/16

Members Present
Karen Arthur, AGSM, x6850  
Leslie Coop, Co-Facilitator, Olin Science, x6734  
Leslie Cutler, Eaton Hall, x6061  
Rich Dennis, Campus Safety, x6907  
SaVanna Kraal, Bishop Wellness, x6972  
Katie Lahey, Human Resources, x 6210  
Chris Linn, Bon Appetit

Members Absent
Jim Ames, Facilities, x4237  
Betsy Johnson, Facility Services, x6698  
Linda Lombard, Financial Affairs, x6728

Meeting convened at 10:05 a.m.
Karen sent a text message to Ellis to let him know the conference phone was not working.
Minutes from July were reviewed and approved.

Old Business

Item 1: Building Captains
Leslie Coop verified that training for Building Captains will be held on September 10, 2015. Wendy Gleason will be sending notifications to those invited to train.

Item 2: Lighting issues: Art, Olin, Collins, Eaton, Waller & travel route safety
Rich reported that a significant amount of brush was cut back in these areas and the pathways between these buildings are now nicely lit. Also, new bulbs, which are quite bright, have been installed in the Sparks parking lot, and four new light fixtures have been funded and will soon be installed between Shepherd House and Lausanne.

Item 3: Trash & recycling bin claims
Katie met with Betsy to further discuss trash and recycling bin claims. Betsy will update her supervisor and give the Committee an update at a future meeting.

New Business

Item 1: Inclement weather – the upcoming fall/winter season
Katie shared a handout from the University’s insurance company titled “Risk Management Inclement Weather Toolkit.” The handout addresses things such as categories of risk for potential accidents/injuries due to icy weather, suggestions for prevention of accidents/injuries, and products recommended for the prevention of weather-related accidents/injuries. Katie asked for a breakdown of the University’s procedures for inclement weather. Rich indicated that the following steps are taken to treat icy spots and to determine if the campus should be closed or not.

* Facilities personnel are called in to campus early to apply traction aids to icy areas and to shovel sidewalks and entry ways when snow has fallen. These employees have been trained to perform this work and it is believed they have the proper apparel and equipment for doing such tasks. Katie will double check on this and will ask the University to purchase equipment that may be lacking.

* Closures are determined by the President’s office and announced by Ross Stout at Campus Safety. Messages announcing whether the campus will be open or closed are posted on the University’s main web page, the Campus Safety web page and on an answering machine, ext. 6300. In addition, closures are announced via campus-wide email and text, via the campus emergency alert system, and at the FlashAlert website: http://www.flashnews.net/pdx.html. Closures are announced as soon as they have been determined, either the evening before or as close to 6:00 a.m. as possible on the day of the closure. Due to Salem’s normally mild winters and the number of students residing on campus, the campus is rarely closed.
**Item 2: Air quality policy**
Rob mentioned that Sparks is in the process of developing an Air Quality policy for sport practices, games and other outdoor activities. This came about when Salem and the surrounding area recently experienced a couple of weeks of poor air quality due to smoke in the air from nearby forest and grass fires. Students with health issues such as asthma should not be participating in outdoor sports at these times. At present, Sparks employees are determining how to measure (or what existing tool to use) to determine poor air quality, how to notify the appropriate people and which sporting events and/or practices the policy will affect. Katie indicated that Willamette might already have a policy such as this, but wasn’t sure, so will check and report back at a future meeting. Katie also suggested that the Committee go through the Campus emergency procedures and policies at a future meeting and determine what might need updated, etc.

**Item 3: Motor vehicle accident – ends on soccer field**
Rob reported that a recent traffic accident on 12th Street ended with one of the vehicles driving onto the soccer field. Luckily there was no one using the field at the time, but this raises the question is a barrier needed at the end of the field in case an accident like this happens in the future. Conversation regarding this will continue at a future meeting.

**Item 4: Committee members needed for the CLA faculty and ASWU**
In an effort to update the list of Committee members, Kelly asked which CLA faculty member is now on the Committee and when a new ASWU student will be elected. Rich will check with Dean Moore to see which faculty member(s) is/are currently assigned to the Committee. ASWU student elections will be held in another month or so and a student member will be determined at that time.

**Accident/Injury Report**
Katie reported that there were four incidents in the past month that required first-aid only and two incidents that resulted in injuries. The four first-aid only incidents were as follows:

A Facilities employee was vacuuming a drawer with an extension wand and when they stretched the hose, pulled the vacuum on top of their right center toe. The employee was told to not overstretch the vacuum hose.

An employee working at night at Zena Forest twisted their right ankle when they fell into a hole in the parking lot area. The area was poorly lit and the employee was instructed to use a flashlight in the future.

A Facilities employee was hit in the back of the neck by a falling book shelf, while working in a storage area in Baxter. This incident occurred during Opening Days, the employee was rushed and the stored items were placed poorly in the room.

A Facilities employee was cleaning a door vent in a bathroom in Southwood and cut their right index finger on the edge of the vent. Employee was advised to be extra careful in the future as these vents have edges that are quite sharp.

The two injury incidents were as follows:
A Facilities employee was cleaning vertical blinds in a Baxter dorm room and in order to clean the blinds thoroughly, sat down on the edge of the bed. As they sat down, the wooden slats that hold the mattress on the metal rails of the bed frame moved off the rail, exposing the metal, and the employee fell backwards, with their right arm landing on the exposed rail. This incident occurred during Opening Days, the employee was rushed, and due to ill-fitting wooden slats, it is common for them to fall off of the metal rails of these beds.

A Facilities employee was cleaning a stove, forgot that the bottom drawer was still open, and when they turned to get to the sink, fell on their right side, injuring their lower back. This incident is still under investigation.

Discussion ensued as to whether the following could perhaps take place to prevent further accidents with ill-fitting wooden bed slats and rushed employees during Opening Days.

A couple of Committee members stated that they had heard students saying (and have had students tell them) that similar bed slat accidents have happened to them. The Safety Committee suggested that all wooden slats be screwed to the metal rails when the beds are assembled, to prevent future accidents such as this.

The Committee wonders if there is a way to prevent accidents during Opening Days that occur due to Facilities employees being rushed and/or over-worked. Perhaps tasks could be planned to allow more time for completion and/or extra employees scheduled during this time to provide enough labor for the amount of tasks that need to be completed.
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., Harrison Conference Room**

- September 17, 2015
- October 15, 2015
- November 19, 2015
- December 17, 2015

Meeting ended at 10:45 a.m.