Willamette University Safety Committee Minutes  
Thursday, July 16, 2015  
Harrison Conference Room

Keep until 07/16/16

Members & Guests Present
Karen Arthur, AGSM, x6850
Leslie Coop, Co-Facilitator, Olin Science, x6734
Rich Dennis, Campus Safety, x6907
SaVanna Huskey, Bishop Wellness, x6972
Betsy Johnson, Facility Services, x6698
Katie Lahey, Human Resources, x 6210
Chris Linn, Bon Appetit

Chris McFetridge, Hatfield Library, x6312
Veronica Ramos, Human Resources, x6210
Kelly Slaughter, Recorder, College of Law, x5317
Ellis Webster, Portland AGSM, 503.808.9901
Jim Bauer, Guest
Gary Grimm, Guest
Monica Rimai, Guest

Members Absent
Jim Ames, Facilities, x4237
Leslie Cutler, Eaton Hall, x6061
Sue Koger, Psychology Professor, x6341
Linda Lombard, Financial Affairs, x6728
Rob Passage, Facilitator, Athletics, x6420
Lonnie Swihart, Facilities
Toru Tanabe, TIUA, x3317

Meeting convened at 10:05 a.m.
Leslie Coop facilitated meeting in Rob Passage’s absence.

Old Business

Item 1: Trash and Recycling Bin Claims
Katie and Rich presented “Trash & Recycling Claims,” a slide show outlining the amount of money the University has paid out over the past 7-years for medical and time costs related to employee injuries sustained while working with trash and recycling bins and barrels. Presentation highlights included:

* Over the past 7 years, 13 trash/recycling bin related injuries have occurred.
* Costs: as of July 14, 2015, $37,399.64, or approx. $2,876.90 per incident. has been paid by Workers Compensation for medical expenses and time loss claims. This amount does not include expenses Willamette has paid for such things as sick days, appointment times, and temporary employees hired to cover for those injured.
* Photos of the different types of recycling bins and barrels used on campus.
* Photos with a short employee and a tall employee standing next to one of the outside bins, giving perspective to how tall the bins actually are. The outside bins are approx. 5’ high, so the employee emptying the barrel must lift it quite a way off the ground in order to dump it. These injuries occur when performing this action.

Alternatives offered by the Safety Committee to help prevent these injuries included:

* Create a new policy for lifting, followed by training.
* Get smaller barrels that will hold only 25 pounds or less of recycling materials.
* Build ramps for employees that will shorten the lifting distance.
* Purchase lifting machinery.
* Hire an outside company to handle all of the recycling.

During and after the presentation, Jim Bauer, Monica Rimai, and Betsy Johnson offered the following explanations, suggestions and insights into the issue:

* Betsy explained the difference between the types of barrels used on campus. The blue recycle barrels with wheels are picked up by the recycling company once every two weeks. The only contact our Facilities workers have with these barrels is to roll them out of a location when full, move them to the pick-up/storage area next to Matthews, and then roll an empty one back to replace the full barrel. The recycle barrels without wheels are the ones our Facilities employees empty into the large blue recycle bins located in various places on campus (i.e. behind the College of Law).
* Monica suggested that Human Resources reach out to Oregon Workers’ Compensation for formal training for all Facilities employees in best lifting practices.
* Monica also suggested that Human Resources reach out to the Director of WU’s Sustainability Institute, Joe Abraham, and discuss how Facilities may be better able to prevent the cross-contamination of trash with paper and other recyclable materials.
* Jim Bauer asked if Human Resources has ever compared our number of claims and money paid out with other schools in the area. Katie is going to look into this and let Jim and the Safety Committee know.
Betsy indicated that she and Jim Bauer meet regularly to discuss safety issues within Facility services. Monica suggested that Katie, as WU’s designated safety officer, attend these meetings and report back to the Safety Committee what was discussed and actions being taken.

Chris Linn stated that there has been an increase in the number of compost containers requested around campus. He also stated that since these containers are often over-filled, there is a need for training on how to use these containers correctly and on how much material be placed in them.

**Item 2: Winter Street crosswalk between the Mill Stream bridges**

Rich reported that the City of Salem does still plan to re-paint the crosswalk, but other than that, there is not much that can be done to improve the situation. Jim Bauer indicated that he has regular discussions with the City on how to treat Winter Street. Some of the ideas discussed are:

* Having the City vacate Winter Street and turn it over to Willamette University.
* Place a median down the middle of the street.

Rich stated that the City is still considering a crosswalk across Winter Street, from the corner of the College of Law over to Olin. However, there are code restrictions to overcome.

**Item 3: Building Captains**

Leslie Coop reported that training for Building Captains has been postponed until September 10, 2015.

**Item 4: Lighting issues: Collins, Olin, Waller, Art, Skybridge**

On the evening of June 30th, Rich, Betsy Johnson, Jim Andersen, Mark Mazurier and Bailey Moody spent approximately three-hours taking a walk around campus, noting places where light needs to be improved, bushes need trimmed, and other safety measures need to be taken. Monica stated that in a study done at the end of the 2014-2015 school year, the students’ main concern was lighting and safety when walking on campus. She also indicated that these concerns need to be addressed before the start of the new school year. Rich stated that this walk about was in part to address those concerns and that he and Gary Grimm are currently addressing and correcting the issues.

**Item 5: Bushes blocking pedestrians view of traffic at 12th and Winter Streets**

The bushes by the Carnegie Building have been trimmed.

**New Business**

**Item 1: Need for a campus-wide study regarding lighting & travel route safety**

Gary Grimm proposed that a campus-wide study be done to document such things as lighting issues and safety needs along popular travel routes and in oft-used locations (i.e. the rose garden). The study would ultimately be used to track repairs, replacements and changes made along the way, and to determine budget needs. It would include such things as:

* Foliage that blocks sidewalks, light fixtures and popular paths; how often this foliage needs trimmed.
* How many light fixtures are along a designated route or in a designated area; which of these needs replaced or moved, what type of bulbs they contain, and how often bulbs are changed.
* Pricing for light fixture replacements, bulbs, and foliage trimming; budget considerations and limits.

Gary indicated that currently there are 92 pole lights on campus, some of which are replacing old light fixtures attached to buildings, which are no longer effective and are in the process of being removed. Bulbs that were noted during the walk about done on June 30th as being burned out in fixtures that are being replaced by the pole lights should not be replaced. Gary also stated that LED bulbs are currently being installed in the lights in the Sparks parking lot.

Jim Bauer stated that a lot of work to improve safety on campus has been done in this area and that work is still in progress (see Old Business, Item 4). He suggested that another walk about be done before the new school year begins, and then at least once a semester going forward, so that problems and/or potential problems can be noted and corrected.

**Item 2: Employees riding on the back of golf carts**

Chris Linn mentioned that he has noticed student employees riding on the back of golf carts this summer, with limbs, such as their legs, hanging outside of the cart. Rich indicated that this is against golf cart policy and if anyone sees this happening, call Campus Safety and they will talk to the offenders. Rich also suggested that any Committee member, or any campus employee who witnesses this type of behavior, stop the cart and remind the occupants that this is a violation of cart policies.
Item 3: Corrections to the June Minutes
Rich noted that there are two corrections that need to be made to the Minutes from the June 18 Safety Committee Minutes.

*New Business, Item 1 should read at 12th and Winter Streets.
*Accident/Injury Report: A Facilities employee broke their left ankle while descending the stairs behind the admissions office at W.I.S.H. The employee was not moving the barrel when their ankle was broken.

Kelly will make these corrections and present them for approval at next month’s meeting.

Accident/Injury Report
Katie reported that there were no new incidents during the past month.

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
NOTE: Due to Opening Day events, the August meeting will be August 27th instead of August 20th.
August 27, 2015
September 17, 2015
October 15, 2015
November 19, 2015

Meeting ended at 10:50 a.m.