Willamette University Occupational Safety & Health Committee  
October 20, 2010 Meeting Minutes

Keep until 10/20/2013

Members in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Unit</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Suzie Torre-Cross</td>
<td>Facilitator, Human Resources</td>
<td>x4043</td>
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<tr>
<td>Ramona Murtha</td>
<td>International Education</td>
<td>x5493</td>
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<tr>
<td>Rich Dennis</td>
<td>Service Center, x6907</td>
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<tr>
<td>Jennifer Butler</td>
<td>Biology Dept. x4869</td>
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<tr>
<td>Betsy Johnson</td>
<td>Facility Services x6698</td>
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<tr>
<td>Melissa Treichel</td>
<td>MOH Library, x6018</td>
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<tr>
<td>Micheal Seraphin</td>
<td>Service Center/ Purchasing</td>
<td>x4360</td>
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<td>Mary Ann Zielinski</td>
<td>Health Center x4360</td>
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<tr>
<td>Karen Arthur</td>
<td>AGSM, x6850</td>
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<tr>
<td>Margaret Schue</td>
<td>College of Law x6140</td>
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<tr>
<td>Tyler Runyon</td>
<td>ASWU Rep.</td>
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<tr>
<td>Ellis Webster (conf call)</td>
<td>Portland GSM</td>
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Absent Members

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<tr>
<th>Name</th>
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<tr>
<td>Skip Kenitzer</td>
<td>Athletics Dept. x6257</td>
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<tr>
<td>Linda Lombard</td>
<td>Financial Affairs x6728</td>
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<td>Jim Ames, Co-Facilitator –Facilities, x4287</td>
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<td>Kim Baker</td>
<td>AGSM, x6790</td>
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Meeting convened at 10:15 a.m.

Old Business:

Item 1: Minutes

September Minutes approved.

Item 2: Lighting Issues

**Issue A:** Follow up on low lighting issues in the vicinity of Haseldorf, Ferry Street, Executive Building, Annex, Cottage Street, etc.

**Further Actions:** Rich will initiate a request to Qwest to add lighting. The challenge is finding the right contact at Qwest. This is not a probable solution as adding lighting represents considerable expense on Qwest’s part- light fixtures, power source and ongoing cost. WU isn’t currently in the position to contribute to those expenses.

Tree on the southwest corner of the street will be trimmed to allow more light from the existing pole onto street below. The Executive Building existing lights provide ok lighting.

**Recommendation:** It is unlikely that any new lighting will be added due to budget constraints at the moment. Again, the Safety Committee reiterates strongly that, as with all situations where WU community needs assistance for travel in the vicinity of campus after dark, the best practices are to find a better lit path OR call Campus Safety at the Service Center for an escort- 503-370-6911- all hours, all days.

Item 3: Hazardous waste accumulation containers in Olin

**Note:** New containers and locations have been established in Olin.

**Action:** A request to DEQ has been made to come review the changes. Date of that review has not been set yet.

Item 4: Roof Access Safety (Smullin)

**Issue:** From July meeting, OSHA consulted with WU on this issue October 5.

**Recommendation:** A 42” metal railing installation will correct the problems. We are under “consultation” (time period in which this must be done) until mid-December. During this time, we cannot be cited for this issue.

Item 5: CPR/First Aid Training

**Issue:** Two classes were offered 10/15.

**Report:** Tyler Runyon ran these trainings. Fourteen staff/faculty participated and evaluated the training positively. He received requests for more of the “old” style hands-on training. Incidentally, the new CPR guidelines that were established in 2010 include more hands-on training. The new training guidelines are coming out and will be in effect for any future trainings.

**Discussion:** Q: Do students have access to this training? A: Not these particular training sessions since they are funded by Professional Development funding.

**Action:** Rich will see if ASWU has any funding available for student training.

New Business

Item 1: New Safety Committee Representative from Portland Management School Campus

**Introduction:** Ellis Webster will join the meetings via speaker phone call.

Item 2: Building Inspections- Expense of securing bookcases to meet OSHA requirements

**Issue:** Across campus there are many bookcases/supply shelving units that are not secured to walls and represent a fall hazard. OSHA requires items that could fall and cause injury to be secured. Usually, this means shelving taller than four – five feet tall but it depends on the
The amount is determined by pervasiveness, history of issue, whether successful steps have been taken to address the issue, and at the discretion of the inspector. In the past, when bookcases were secured, only the hardware costs were passed on to the departments. Usually less than two dollars. Recently, however, Facilities has been billing labor charges also. The current labor rate is $20/hour. A recent example of securing a bookcase came to $10 for 30 minutes labor.

Although an inexpensive fix, the incentive to departments to resolve these issues is low because there is a related cost- the cost increase will further decrease motivation to get this done.

Discussion:

OPTIONS/QUESTIONS
1) Safety Committee/building captains could identify all instances of this during walkthroughs so they can be addressed in groups, thus reducing the cost of labor and reducing the burden on individual departments;
2) possibility to request a small budget for Safety Committee to address just this problem;
3) possibility to request a small budget to address this plus other “small” but pervasive issues including extension cords/power strips;
4) how do you discern what is University responsibility to cover the expense and what is up to an individual department;
5) how much expense are we talking about right now to address all the current violations;

Recommendations:
1) The Committee agreed that we should first investigate what the scope of the issue of unsecured bookcases/shelving is now so an estimate of cost can be made.
2) The Committee agreed that we should also investigate how many instances of other “small” violations there are to make a similar estimate- each member can add whatever they want to be considered for estimate;
3) These two items will be performed by Building Captains and Safety Committee members.
4) As these things are considered, Committee members should list pros/cons for having a budget to cover these smaller issues.
5) A report on the outcomes will be used to decide WHETHER a budget to address current issues will be requested AND to determine a possible amount needed to address current issues. What would be considered for coverage under a budget has NOT been determined- this will be a function of anticipated cost, ongoing nature of issues, considering other options for dealing with ongoing issues, etc. Also, if no funding is available, other strategies can be investigated.
6) It is acknowledged that a budget may not be approved even if recommended and requested by the Committee. However, these issues do need to be addressed for the long term. Departments/work units will continue to purchase and move shelving around that needs to be secured and re-secured. This is a first step in addressing the existing issues.

Action: Come with pertinent information as outlined about to November meeting.

Item 4: Bishop/Baxter south approach- uneven pavers

Issue: The pavers used for the approach to Bishop/Baxter become uneven as sand shifts causing trip/fall hazard.

Action: Noted for maintenance to follow up.

Item 5: New Year Committee Changes

Issue: As of January 1, 2011, new co-facilitator needed as Suzie will rotate out of that position. New recorder needed as Ramona will rotate out of that position. If any current members are going off the committee, replacements will be needed.

Action: Come to November meeting with nominations.

INJURY/INCIDENT LOG

INJURY
1. Injury- Muscle pull in left abdomen due to repetitive motion.
2. Injury- Repetitive use injury to neck/arm/elbow. Ergonomic assessment has been done to correct current set-up for employee

INCIDENT
1. Incident- bee sting, ground nest disturbed
2. Incident- minor oven burn managed with first aid, mitt was not long enough

NOTES:
Ergonomic assessments or work station/area are free of charge. Make arrangements through Suzie Torre in HR. Micheal points out that any furniture purchasing done should be done through him as the Purchasing Agent.

Meeting was adjourned at 11:00 a.m.
Respectfully submitted by: Ramona Murtha, Administrative Assistant II, Office of International Education

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. The committee will assess what body or department should address the issue/question and act accordingly.

Next Safety Committee Meeting
Wed. November 17, 2010 10:15 a.m. Harrison Conference Room, Putnam University Center