November Minutes approved.

**Item 2: CONFIRM NOMINATIONS for 2011 Safety Committee**

**Issue:** Nominees selected at the November meeting need to be confirmed.

**Outcome:** Ramona Murtha agreed to be Co-Facilitator for the 2011 year. Melissa Treichel agreed to be Secretary. During 2011, Jim Ames will be the primary facilitator- responsible for the agenda and facilitating the meetings. In 2012, Ramona will take on that role and a new Co-Facilitator will come on.

**Item 3: Winter Street Speeds**

**Issue:** Continued monitoring of speed of motorists on the portion of Winter that passes through campus.

**Report:** Rich has arranged for radar monitoring to be set up after classes commence, early in the semester. There may also be increased police patrol in the area to monitor and deter speeding.

**Item 4: Star Tree Lighting Safety**

**Issue:** Ensure pedestrian safety around Star Trees while seasonal lighting is installed and taken down. Current “Caution” tape and signage do not physically block access and pedestrians continue to walk under the trees during these periods.

**Discussion:** Can takedown be done prior to classes start? (Jim) This depends on the contractor’s work load at the time- storms can decrease their availability at any particular time.

**Action:** (Jim/Rich) A crew member or Rich will actively monitor the sidewalks/area when the tree service is installing/taking down the lights.

**Item 3: Smith Auditorium accessibility**

**Issue:** A fall concert tribute to veterans resulted in some complaints regarding accessibility for those with mobility issues.

**Discussion:** The Committee discussed the following: handicap parking, entrances, wheelchair placement in auditorium, interior ramps and usher assistance, and lack of information to groups that rent the facility.

**Recommendation:** Questions regarding what ADA elements Smith and/or the University is subject to and implementation of any projects related to compliance should be directed to the University ADA Compliance Officer. Jim Ames will contact the University ADA Compliance Officer, Kristen Grainger, about these issues for her attention.

**New Business**

**Item 1: Icy conditions**

**Issue:** During recent icy conditions, there was one injury reported related to an icy sidewalk.

**Discussion:**

1. Several suggestions were brainstormed by the Committee including:
   - prioritize paths for sanding and/or de-icing (first pass: do primary paths; second pass: double check primary paths are still safe;
subsequent passes: work on secondary paths and upkeep on primary paths)
- create and distribute/post online a map that indicates what paths have priority
- when icy conditions are expected, send out mass email with information about what paths will receive attention first/best routes
- acquire appropriate spreading equipment for sand/de-icer so it can be distributed more efficiently
- make sure grounds crew has appropriate footwear to do the job safely

2. Weekend events: It isn’t clear what provisions, if any, are in place to address residents’ safety and that of weekend campus users.

**Recommendation:** Rich will follow up with Grounds about what procedures/plans are already in place for making sidewalks safe in icy conditions and how weekend issues can be addressed.

**NOTE:** **SEVERE WEATHER** - The number to call to find out about UNIVERSITY CLOSURE is **503-370-6300** (by 6:00 a.m.). DO NOT call Campus Safety as this burdens them to the detriment of overall safety on campus. The complete EMERGENCY REFERENCE GUIDE is available in the back of the Campus Directory (Fusser’s Guide) on pages 65-75.

**Item 2  Meeting dates/times for 2011**
The committee will continue to meet on the third Wednesday of each month at 10:15 a.m. Jim will schedule rooms for remainder of the year.

**Item 3  OPEN FORUM**  - Updates and items brought up in committee.

1. **Building safety checks** – ongoing, if you have safety concerns that haven’t been addressed, please contact a member of the Safety Committee.

2. **Securing bookshelves** - Per Jan Gardner/ Gary Grimm- indicate on the work order that the work is to meet OSHA rules.

3. **Unwelcome and/or menacing persons- using the Starbucks code.**

   **SUPERVISORS:** Remind your employees of this important information.
   When you find yourself in an encounter with an unknown and potentially threatening person and you cannot leave the area:
   - Call Campus Safety for assistance at x6911.
   - If you are not able to give information because the suspect is present and relaying information could put you at risk, use the “code” word, Starbucks in a sentence.
   - Campus Safety staff will understand that you need an officer to come to your physical location to deal with a menacing or unwanted person.
   - Leave the area as soon as you feel you may do so safely.
   THIS INFORMATION IS LOCATED IN the EMERGENCY REFERENCE GUIDE in the back of the Campus Directory (Fusser’s Guide) on pages 65-75.

**ACCIDENT REPORT and INCIDENT ONLY**
One new injury, two “incident only” reports

Meeting adjourned at 11:05 a.m.
Respectfully submitted by: Ramona Murtha- Committee Recorder, 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., January 19, 2011 - 10:15 a.m. Harrison Conference Room, Putnam University Center