Willamette University Occupational Safety & Health Committee
June 16, 2010 Meeting Minutes

Keep until 6/16/2013

Members in Attendance

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<tr>
<th>Name</th>
<th>Department/Title</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Suzie Torre-Cross, Co-Facilitator, Human Resources</td>
<td>x4043</td>
<td>Ramona Murtha, International Education (Safety Committee Recorder) x5493</td>
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<td>Jennifer Butler, Biology Dept.</td>
<td>x6483</td>
<td>Betsy Johnson, Facility Services x6698</td>
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<td>via tele-conf: Brie Milgrom (AGSM Portland)</td>
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<td>Mary Ann Zielinski, Health Center x4360</td>
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<td>Melissa Treichel, MOH Library</td>
<td>x6018</td>
<td>Skip Kenitzer, Athletics Dept. x6257</td>
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Absent Members

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Old Business:

Item 1: Minutes

May Minutes approved.

Item 2: Earthquake Safety

**Issue:** Follow up on earthquake safety education program

**Action:** Vanessa will proceed with posting the poster she designed. Primary target for the poster is students in residential halls.

**Recommendations:**
2. Approach Opening Days staff to bring up emergency preparedness, including earthquake safety, as part of safety issues addressed in Opening Days.
3. The entire campus community should review the Emergency Preparedness Guide to familiarize themselves with University process/policy and to enhance their general awareness of where to get information when needed.

Item 3: Walkthrough Issues

**Issue:** Not all buildings are covered for June quarterly walkthroughs. Building captains are now assisting but there aren’t enough to cover all buildings every time. Also, employees on contracts of 9 or 10 months aren’t available for this walkthrough.

**Action:** Safety Committee members volunteered to cover areas that aren’t covered at this time.

New Business - NONE

ACCIDENT REPORT

**Issue:** There are six new accidents reported. Usually, we have 18-20 accidents over the course of the year. We are ahead of our usual number at this point. This may mean employees are reporting injuries that they might not have in the past. This would be a positive indicator that safety communication/education is happening. Or it could mean there are other issues contributing to an increase in accidents. AGSM-Portland is still accident free.

**Discussion & Recommendations:** Is there training or better communication that could be happening that would reduce the number of accidents?

* A couple of the current issues were identified that could have been avoided if consistent safety messages are communicated to employees by managers/supervisors and within work units. This pertains to ALL employees at ALL levels in ALL work areas.

1. **If assistance is needed, request it.** Whether employees are doing a task within their own work area or addressing a work order, employees should know to approach their supervisor or co-workers for assistance when needed. A good way to do this is to say, “After seeing what needs to be done, this is a two person (or three person, etc.) job. Can I get assistance?” This eliminates the need for the employee to justify their own ability to do it or not do it. It frames the issue in terms of SAFETY rather than ABILITY.
2. Readiness to assist where help is needed should be practiced at all levels. If the task/job needs to be rescheduled in order to ensure proper help is available, it should be rescheduled.

3. Supervisors/work order reviewers/employees should act on the side of caution and assume as low a level of risk as reasonable. For example, if one person “can” move ten medium weight boxes but the risk (and amount of time it takes) is significantly lowered if two people do it, then two people should do the task. Again, this is true for any task whether it is done by an employee within their own work area or in response to a work order.

4. Employees, when completing work order items, should have access to the full narrative of a work order (where applicable) in order to fully understand the complete task at hand prior to coming to complete the job. This saves time and reduces frustration that can lead to a careless work environment.

5. Employees should understand and be encouraged NOT to use faulty, malfunctioning equipment/supplies and to report the item(s) as faulty. Supervisors/managers should be prepared to replace/repair these items as quickly as possible or have a ready supply of replacements easily available.

6. Timely accident reporting and investigation are essential in determining factors that have contributed to an accident and need review. The employee, supervisor, Safety Education Coordinator or his/her designate, and Human Resources work together to complete the appropriate forms in reporting and investigating an accident. Investigations are done to help us, and the department, determine if the conditions present contributed to the accident and what can be done to prevent similar accidents.

The goal is to reduce “repeat” accidents, reduce avoidable accidents, and contribute to overall safety while removing punitive and/or accusatory environments for employees and supervisors/departments. Appropriate reporting methods and definitions and the forms needed for reporting are available on the Human Resources site- http://willamette.edu/dept/hr/safety/index.html - at the bottom of the page. Although much of this information is about situations where medical help is sought, there is also a form for reporting a “near-miss”. This form is extremely helpful in identifying potentially dangerous situations so action can be taken to prevent a serious accident.

Meeting was adjourned at 11:02 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.

**Upcoming Safety Committee Meetings as Posted to WU CALENDAR**

Wed. July 21, 2010 at 10:15 in Alumni Lounge, 3rd Floor, UC
Wed. August 18, 2010 at 10:15 in Alumni Lounge, 3rd Floor, UC