Willamette University Occupational Safety & Health Committee
September 22, 2010 Meeting Minutes

Keep until 9/22/2013

Members in Attendance

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<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Phone</th>
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<tr>
<td>Suzie Torre-Cross, Facilitator, Human Resources</td>
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<td>Jennifer Butler, Biology Dept.</td>
<td>x6483</td>
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<td>Melissa Treichel, MOH Library</td>
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<td>Margaret Schue, College of Law</td>
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<tr>
<td>Ramona Murtha, International Education</td>
<td>x5493 (Safety Committee Recorder)</td>
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<td>Betsy Johnson, Facility Services</td>
<td>x6698</td>
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<td>Mary Ann Zielinski, Health Center</td>
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<td>Tyler Runyon, ASUW Rep.</td>
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<td>Jim Ames, Co-Facilitator – Facilities</td>
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<td>Melissa Treichel, MOH Library</td>
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<td>Mary Ann Zielinski, Health Center</td>
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<td>Karen Arthur, AGSM, x6850</td>
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<td>Margaret Schue, College of Law</td>
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<td>Rich Dennis, Service Center, x6907</td>
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Absent Members

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<tr>
<th>Name</th>
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<tr>
<td>Skip Kenitzer, Athletics Dept.</td>
<td>x6257</td>
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<td>Linda Lombard, Financial Affairs</td>
<td>x6728</td>
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<td>Micheal Seraphim, Service Center/ Purchasing</td>
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<td>Kim Baker, AGSM, x6790</td>
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Meeting convened at 10:20 a.m.

Old Business:

Item 1: Minutes
August Minutes approved.

Item 2: Members
Tori Gustaveson is no longer at the Portland site. Position for Safety Committee is currently vacant.

Item 3: Blind corner outside of Sparks

Issue: From August, discuss of blind corner along solid walls at Sparks west by exits at both levels. Shorter pedestrians including children are not visible to carts approaching the intersection of the main sidewalk to these walkways from Sparks. At the August meeting, it was decided that either speed bumps and/or signage are good options.
Follow Up: Rich is still following up on these recommendations.

Item 4: Roof Access Safety (Smullin)

Issue: From July meeting, WU employee requested via email that the Safety Committee address how the Smullin roof is currently accessed. Based on those discussions, Jim Ames and Rich Dennis evaluated the roof for what steps can and should be taken. Both agree that the current situation is inadequate for safe access and general work on roof.
Action: Rich arranged for an OSHA consultation on Smullin/Walton roof access and general safety. This is scheduled for October 5, 2010.

Item 5: Holly bushes along campus east sidewalk

Issue: From August, committee reviewed an employee request to make sure the holly bushes along the sidewalk are trimmed to prevent encroachment on the sidewalk. Several committee members agreed with this concern and Grounds followed up with a trim.
Thanks! Tylor Runyon (student rep) thanked the committee for making sure this happened. Other committee members added their hearty thanks as well.

Item 6: Protective equipment use – hearing protection and goggles

Report: From July, the Safety Committee responded to reports of employees/workers on campus not using appropriate hearing and eye protection as needed. Appropriate work units were notified where it was reported that appropriate protection was not being used. Since then, a member of the public called Rich and reported that a worker who was using a leaf blower did not have appropriate protection. Rich approached the worker and reminded the worker that both goggles were needed when performing this job. Supervisor was notified.

Item 7: Smith overhead walks- OSHA Consultation item

Issue: From fall/winter 2009, one of the more significant items identified as not acceptable by OSHA was the safety equipment/access to the catwalks in Smith. If OSHA were to come ask about status, there would be a large fine for non-compliance since we are outside of our 60 day window for fixing the issue. Facilities has had some consultations on possibilities. The most likely system to be implemented is a cable and carabiner system. Workers would tether themselves to a cable.
Recommendation: Move forward as quickly as possible to address the issue for safety’s sake.
**New Business**

**Item 1: Lighting Issues**

**Issue A: North side of Ferry Street- Olin to Haseldorf**

**Discussion:** The street is under the jurisdiction of the city of Salem therefore WU does not have the ability to add lighting. Qwest may do so at their discretion. However, the law school and the walk along the Executive Building (south side of street) provide better lighting.

**Issue B: Annex & Mudd building/ Executive Building south parking lot**

**Discussion:** Rich will check to see how lighting is set up and whether it can be adjusted/alterd.

**Issue C: Alley between Law School and Executive Building** This area is of concern because this is where swing and graveyard shift employees exit the building.

**Discussion:** Walkway markings can be used to direct pedestrians to/from the Law School south sidewalk into better walkways. Existing lighting only lights up along building not areas as you walk away from buildings. Look into using walkway markings and whether extra light poles that Facilities has can be reused for areas that need more light.

**Recommendation:** In addition to evaluated current lighting and what can be adjusted or altered, WU community is reminded 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 2: Hazardous waste accumulation containers in Olin**

**Report:** Olin staff is reviewing and re-implementing appropriate hazardous waste accumulation processes in the building to meet OSHA standards.

**Item 3: Building Inspections- Walkthroughs**

**Of Note:** Due to reorganization of job duties this summer, the Committee reviewed the responsibilities related to walkthroughs. Procedure and routine needs to be reinforced in this new academic year.

Rich Dennis is in charge of academic buildings.

Micheal Seraphin is in charge of residential buildings.

Building Captains have been recruited to conduct routine walkthroughs.

**Item 4: Upcoming CPR/First Aid Training**

**Issue:** Periodic training needs to be offered.

**Action:** Tyler is in process of scheduling trainings. Classes will be announced in next month.

**ACCIDENT REPORT**

**NEW:** Two items

**Bistro:** Student worker cut finger on can edge.

**Goudy:** WU employee was moving the deep fat fryer, slipped and injured shoulder. This has already been addressed. New set-up does not require the fryer to be moved in order to be cleaned.

Meeting was adjourned at 10:50 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. October 20, 2010 10:15 a.m. Harrison Conference Room, Putnam University Center