Willamette University Occupational Safety & Health Committee
February 15th, 2012 Meeting Minutes

Members in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Office</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Rich Dennis, Campus Safety x6907</td>
<td>Ramona Murtha, Facilitator, Int’l Ed x5493</td>
<td>Betsy Johnson, Facility Services x6698</td>
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<td>Jennifer Butler, Biology Dept. x6483</td>
<td>Kelly Slaughter, College of Law x5317</td>
<td>Suzie Torre-Cross, Recorder, HR x4043</td>
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<td>Linda Lombard, Financial Affairs x6728</td>
<td>Jim Ames, Facilities x4287</td>
<td>Karen Arthur, AGSM x6850</td>
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<tr>
<td>Shane Wibel, Athletics Dept. x6672</td>
<td>Melissa Treichel, MOH Library x6018</td>
<td>Sue Crothers, GSE x6575</td>
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<td>Elena Johansen, ASWU Rep</td>
<td>Leslie Cutler, CLA x5306</td>
<td>GUEST: Chad Harvey of Empire Pacific</td>
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Absent Members

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<tr>
<th>Name</th>
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<tr>
<td>Ellis Webster, Portland AGSM (503-808-9901)</td>
<td>Micheal Seraphin, Service Center/ Purchasing x6055</td>
<td>Mary Ann Zielinski, Health Center x4360</td>
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Meeting convened at 10:16 a.m.

Old Business:

Item 1: Minutes

January 2012 Minutes approved.

Item 2: New Members

Issue: Suzie Torre-Cross will be retiring at the end of March, 2012. Elena Johansen will be going abroad this semester.
Report: The committee welcomed Wendy Gleason, who will be the new HR representative on the Safety Committee when Suzie retires, and Alexandra Beeson, WU student, who will replace Elena as the ASWU representative when she is gone during spring semester.

Item 3: Building Walkthroughs

Tabled until next meeting.

Item 4: 2011 Annual 300A Report

Tabled until next meeting.

Item 5: Drawing for Readers of Safety Committee Minutes

Issue: A monthly drawing is being held for readers of the Safety Committee Minutes. To enter the drawing, employees must answer a Safety Question of the month correctly. All correct answers are entered in a drawing for a small prize—Bistro bucks.
INSTRUCTIONS: Answer the question below in an email to Rich Dennis <rdennis>. Alternatively, bring a written answer to the Service Center/Campus Safety addressed to Rich. The winner will be randomly picked from the correct entries. The deadline is Friday, April 6th, 2012.
QUESTION: To minimize the possibility of back injury what are some ways to pick up items that weigh over 15 pounds safely? (Hint: there are several). Pick as many as you want.

Last Month's Winner: The winner of the February question was Leslie Berning-Wright, Athletics.

New Business

Item 1: Safety Committee Training with Chad Harvey of Empire Pacific Risk Management

Issue: The Safety Committee seeks periodic training opportunities in order to educate new members and refresh returning members on applicable laws and effective committee practices.
Action: Chad Harvey of Pacific Empire Risk Management presented to the committee and answered questions in regard to training topics central to Safety Committee roles and responsibilities. Training topics for this session included:
- You Must Have a Safety Committee If...
- Basic Formation and Membership Provisions
- Primary Duties and Functions
- Management Commitment
- Minimum Written Records Requirements
- Employee Involvement
- Hazard Assessment & Control
The training was well-received by the committee, clarifying important information and highlighting areas for development.

ACCIDENT REPORT

2 new incident-only reports. Both were student-worker related. Safety training issues for student workers will be addressed at a future meeting.

Meeting adjourned at 11:30 a.m.
Respectfully submitted by: Melissa Treichel, Access Services Manager, Mark O. Hatfield Library

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., March 21st, 2012 – 10:15 a.m., UC Dining Room 1 (2nd floor), Putnam University Center