Willamette University Occupational Safety & Health Committee
Wednesday, July 18, 2012 Meeting Minutes

Keep until 07/18/2015

Members in Attendance

<table>
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<tr>
<th>Name</th>
<th>Position/Department</th>
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<tr>
<td>Rich Dennis, Campus Safety x6907</td>
<td>Ramona Murtha, Facilitator, Int’l Ed x5493</td>
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<tr>
<td>Melissa Treichel, MOH Library x6018</td>
<td>Sue Crothers, GSE x6575</td>
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<tr>
<td>Karen Arthur, AGSM x6850</td>
<td>Michea Seraphin, Recorder, Service Center/ Purchasing x6055</td>
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<td>Kelly Slaughter, College of Law x5317</td>
<td>Linda Lombard, Financial Affairs x6728</td>
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<tr>
<td>Wendy Gleason, HR x6631 (in for Katie)</td>
<td>Ellis Webster, Portland AGSM (503-808-9901)</td>
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Absent Members

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<tr>
<th>Name</th>
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<tr>
<td>Leslie Cutler, CLA x5306</td>
<td>Alexandra Beeson, ASWU Rep</td>
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<td>Katie Lubey, HR x6210</td>
<td>Jennifer Butler, Biology Dept. x6483</td>
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<td>Shane Wibel, Athletics Dept. x6672</td>
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<td>Mary Ann Zielinski, Health Center x4360</td>
<td>Jim Arnes, Facilities x4287</td>
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Meeting convened at 10:16a

Old Business:

Item 1: Minutes

June 2012 Minutes were approved.

Item 2: Van Use

Issue: Frequent safety concerns from van users and misunderstandings about van fleet maintenance have led the Safety Committee to suggest new methods for increased communication between van users and the van crew, as discussed at the May meeting. Melissa volunteered to take the Committee’s suggestions and form them into an official recommendation to be reviewed by the Committee at the July meeting (Ramona & Melissa)

Action/Report:
- Melissa brought copies of the draft she put together.
- The only question was if this was a safety committee issue – but this was brought before the committee.
- Draft recommendation was approved and will be finalized and sent out.

Item 3: Soccer Field Net

Issue: The field’s north-end net designed to keep balls in the field and away from the sidewalks is not up. Follow up needed. (Rich)

Action/Report:
- Rich spoke with Jan Gardner a couple of weeks ago.
- A temporary net will be put up until we know what is going on with the crosswalk and the sidewalk.
- This will be based with what the city decides to do – there are logistics that need to worked out with the city/WU (NCAA guidelines).
- No action needed by Safety Committee.

New Business

Item 1: Speed on campus drives/walkways

Issue: Address ongoing issues with inappropriate speeds of carts, cyclists, etc. (Rich)

Action/Report:
- There were a pair of speed bumps that were set up between Doney and Collins, and another set between Walton and the Pelton Theatre.
- Someone attempted to drive around one of the pairs and broke a sprinkler head near the Doney ones.
- The ones by Doney have 36” space between them to accommodate some wheelchair or other ADA concerns.
- There was also the talk about bikes, but we were not able to put something in the Collegian. Rich will investigate adding short items in the Campus Safety Report.
- Ramona will talk with Bryan Schmidt (in Campus Recreation) about that.
- Ramona will renew talks with The Bike Shop this fall about more educational/policy materials being made available to cyclists.

Safety committee minutes
Item 2: Accidents on campus

Issue: WU community member has expressed interest in more information about the Accident/Injury log (300) and University response to those incidents. Review the process and posting obligations.

Report/Action
- Rich, Katie, and Ramona met to review how that information is made available to employees.
- Only the 301A (Workers Compensation log) year end report is required to be posted, but the monthly (301) report is not.
- Employees may ask to see either log by contacting Katie Lahey in Human Resources.
- Rich does an investigation, and, if circumstances surrounding the accident indicate a general safety issue, it is brought to the Committee. The results of the investigation are reported to the supervisor involved. The investigation is not public.
- The Committee seeks to improve its involvement in reviewing incident investigations more explicitly. Rich will work on determining if any incidents warrant review by the Committee and provide a written synopsis of pertinent information. The synopsis would not indicate names of those involved. The synopsis and review would be part of the minutes. Minutes are physically posted in HR and in the general lobby area of the University Center.

Item 3: Steps at Sparks approach toward entry

Issue: The steps are in poor shape creating a safety hazard.

Report/Action
- The steps at Sparks are aggregate and concrete.
- There are concerns about the steps being a trip hazard, they are in bad shape, and it is only a matter of time before we have someone fall and injure themselves.
- Rich is willing to write a recommendation. It might be something that is already on the Project List. Linda will check and let Rich know.

Open Discussion

Item 1: CPR Training

Issue: The Safety Committee received an email from a WU community member regarding a near miss in a parking lot. One car was turning out of a parking row and did not see an oncoming car. A possible contributing factor was a van parked in an end parking spot that may have reduced the sight lines.

Report/Action
- The situation was referred to Campus Safety to address.

Accident Report

Two (2) accidents since the last meeting, one (1) of those was this morning, so it is not reflected in the log for today. The first one was an employee who was incorrectly getting into a piece of equipment. The one this morning was the result of chemical splashing in the eye and mouth. This was referred back to the supervisor as an issue of using proper safety equipment.

Meeting adjourned at 10:40a
Respectfully submitted by: Micheal K Seraphin, Coordinator of Purchasing & Associate Director of Residential Services

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

Wednesday, August 15, 2012, Parents Conference Room (3rd Floor), Putnam University Center