

Willamette University Occupational Safety & Health Committee

June 16, 2009 Meeting Minutes



Keep until 6/16/2012

Members in Attendance

Rich Dennis, Facilitator-Campus Safety ext. 6907	Suzie Torre-Cross, Facilitator Elect, Human Resources ext 4043	Jennifer Butler, Biology Dept. ext 6483
Linda Lombard, Financial Affairs ext. 6728	Mary Ann Zielinski, Health Center ext. 4360	Margaret Schue, College of Law ext. 6140
Jim Ames, Facilities-Bldg Maintenance ext. 4287		

Members in Absentia

Ramona Murtha, International Education ext. 5493	Alice French, Hatfield Library Ext. 6476	Mike Ryan, Facilities Services ext. 6802
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Old Business:

Item 1

Minutes from the May meeting were reviewed and approved.

Item 2

The following areas passed inspection from DEQ: FAC Plant West, Chemistry Storeroom, Art Building and Rich Dennis' safety files. To date, there has been no response from OSHA regarding the air quality of the Art Building.

Item 3

Crosswalk work order has been placed and work will get completed before classes start.

Item 4

A bid to install Card swipe system for Sparks has been received and came in at \$4,200. These will be placed at the entrances to the Men's and Women's locker rooms to increase security, reduce general access to the area from the general public, and keep the doors from being propped open. Access to the area will be via key/card only.

All visitors will still be required to check-in upstairs and User Passes for families of faculty and staff will be different beginning in Fall 2009. Survey responses from the nich-list (peer colleges) regarding the requirement of visible IDs came back that visible IDs were not required.

New Business

Item 1

On May 20th a visitor tripped on the sidewalk transition at the base of the steps into the Admission building.

Item 2

Rich will contact Jan to check on the possibility of doing a walk-through of the Ford building before the academic year begins and faculty start moving into their new offices. Since it is still an active construction zone, hard hats and appropriate footwear will be required.

Item 3

A student submitted a complaint regarding a speeding WU golf cart. Rich stated that he would request that Ross send out an email to remind golf cart drivers that pedestrians have the right of way. Linda also requested that it be clarified that smoking is not allowed in the carts. It can be distracting, and staff should not consider it to be "break-time." Risk management asked if there should be some sort of policy formation.

Item 4 Walk-through Bishop Wellness Health Center - findings

1. The Nurse Practitioner's office has been rewired to accommodate a space heater.
2. In the back staff office workspace area, a fan was squeaking and it was determined that it was probably caused by the rubbing of a belt. A work order will be generated to fix as it poses a potential fire hazard.
3. Also, the magnets for the doors need to be double checked to ensure that they have not been disconnected.
4. Exam Areas:
 - a. Check on/review the procedures for re-filling the liquid nitro tanks, as this s/b done over carpeted area rather than on the linoleum.
 - b. No overhead sprinklers
5. Lab Area:
 - a. Have a Specific refrigerator for blood borne pathogens, and training is held and recorded every fall
 - b. MSDS are available and on file
 - c. New shelves are being put in to provide more workspace and a fold-down charting area.
6. Break Room:
 - a. When the microwave is in use, it shorts out the space heater in Joanne's office
7. Pass-through to Montag:
 - a. Can be full of recyclables, campus pick up is slow
 - b. Has overhead sprinklers
8. Storeroom:
 - a. Has overhead sprinklers, but files need to be 18" below the heads, could be moved to the other side
 - b. Medical files must be kept for 7 years. They are in a secure, locked cabinet and the key is kept at the front desk to restrict access.
 - c. One of the file shelves, along the left wall of the room was wobbly, and it was recommended that it be bolted to the wall. MaryAnn will request a work order to anchor the existing shelf or replace it with a sturdier one.
 - d. A student brought in a bio-hazard bag filled with items necessary for his/her health maintenance for disposal.

Item 5

The current injury log was reviewed and there have been no new incidents since the fall in Kresge Theatre, which brings our reportable injury total to 6 since Jan. 1, 2009

Meeting was adjourned at 10:00 a.m.

Respectfully submitted by: Suzie Torre-Cross GBA, Human Resources Analyst

Next meeting

Date: 07/21/ 2009

Place: Montag Conference Room

Time: 9:00 AM