

Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today's meeting)

Employee Represented:

- [P] Tom Bennett (TBe), Civil & Environmental Engineering
- [] Peter Dusicka (PD), Civil & Environmental Engineering
- [P] Carey Gibbar (CG), Facilities & Property Management, Chair
- [P] Lorenzo Guzman (LG), Office of the Registrar
- [] Erica Hunsberger (EH), Environmental Health & Safety
- [] Martha Ketchum (MK), Student Activities and Leadership
- [P] Aaron Landreth (AL), Office of Information Technology
- [P] Phillip Lafrenz (PL), Transportation & Parking Services
- [] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [P] Karin Waller (KW), International Affairs
- [P] Carith Wiseman (CWi), College of Education

Employer Represented:

- [] Todd Bauch (TBa), Campus Recreation

- [] Jack Dorkey (JD), Human Resources
- [] Sarah Kenney (SKe), Construction & Real Estate
- [P] Shaun Kohn (SKo), Smith Memorial Student Union
- [] Jeffrey Rook (JR), Environmental Health & Safety
- [P] Leslie Walters (LW), Facilities & Property Management
- [] Craig Whitten (CWh), Campus Public Safety Office
- [] Jenna Wilson (JW), Viking Pavilion

Alternate:

Ad Hoc:

- [P] Karen Kraus (KK), Human Resources
- [P] Sierra Schmidt (SS), Student, Environmental Health & Safety
- [P] Tayler Workman (TW) Proxy for JR, Fire Prevention Coordination, Risk Management

Meeting Call to Order

Date: 08/14/2019

Time: 1:00 pm

Quorum Met: yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is []
- Minutes approved with minor corrections [x]
- Minutes not approved – corrections required []
- Minutes not approved – quorum not met []

Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

Review of Departments Included of Committee Membership

- List contains departments which are represented and ones which ought to be represented
 - OIT added to the list
 - Is Helen Gordon necessary to be included?
 - A larger body; Students with Children?
 - Would it be possible to have someone appointed?
- PREM representative? Janitorial? Relay?
 - PREM manages all of the tenant spaces
 - Only three who are employees of the university, Laverne?
 - Main concern of this committee is University employees workplace safety
- Athletics added to the list
- Is Millar library staff necessary?
 - There is a lot of safety concerns, but not necessarily an organized group
- Should there be some sort of Student Employee representative ?
 - Grad Student union are listed
 - No other dedicated group, could extend an invitation to student employees
 - Represented by departments which have student employees
- Will the balance ratio be maintained given new department representation?
- Will reconsider in December and pass a motion then

Google Drive Charter Comments Review

- Number of returning/experienced members?
 - 1 is too few, 40% too high
 - Perhaps stating a minimum of 4 but maximum of 40% to keep the amount reasonable given the current configuration of the committee

- Proxies should be on the member to identify, ideally from their own work group
 - KW- should the proxy be reflective of the position they are in?
 - Ideally, but is that realistically possible?
- Number of absences? Is it okay for the chairperson to make the unilateral decision or should it be a group vote?
 - Vote is unnecessary, absences may be based on something personal
 - Should there be a requirement of attending 75% of meetings?
 - Can a volunteer be dismissed?
- Only one person of position is named in the charter, should there be a proxy Chairperson who is elected at the same time as the Chairperson?
- Charter should probably list the requirement for an HR representative
 - “Shall consist of...”
- Will review in December, with final resolutions then

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

July

- Employees were moving toilets, one toilet basin was not drained, the extra weight caused it to fall on an employees fingers, causing a fracture and laceration
- Slip and fall in FAB, SAIF is involved but no follow-up has been found yet
- Dental hygienist treated patient in wheelchair at SHAC, and as they were pushing the wheelchair it slipped backwards and cut their finger due to a pinch—Erica following up
- Employee in SHAC was using the paper cutter and cut themselves
- Employee was pushing a countertop into a dumpster and it hit their throat

August

- An acupuncturist picking up dirty sheets from the floor was punctured by a needle
- An employee was loading items into a pickup truck and injured their knee
- A student employee was exposed to a natural gas leak from an adjoining restaurant
- A temporary laborer was lifting concrete debris and the movement injured their arm

Non-Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

July

- Employee was doing overhead work, resulting in a sore elbow and shoulder
- Acupuncturist had an incident with an acupuncture needle

August

- An employee helping a contractor find the attic in Lincoln Hall hit their head on the cement ceiling as they were ascending stairs
- A staff member pinched their fingers between gate doors in the landscaping yard.

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected:

Quarter of inspection:

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

- CG- Reach out to Jason Franklin at Campus Planning: in-progress
- CG- Follow-up with the Graduate Student Union and other unions to determine if committee representatives will be added: in-progress
- All- Review and provide comments on the charter: completed

Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- AL- Nothing to report
- KK- Nothing to report
- TBe- Nothing to report
- LG- Nothing to report
- PL- Nothing to report
- KW- Nothing to report, but Martha emailed questioning about the door at Smith's Place
 - o SKo- Door was installed incorrectly, discussion is occurring over what to replace the door with; Engineering is working on it

- TW- Nothing to report
- CWi- Nothing to report
- LW- A transient campfire near the landscaping yard burned down the camp, melted the fence, and charred WHP
 - Unclear as to if the fire department responded, it was on ODOT's property
- SKo- Reviewing the possibility of shortening hours at Smith for the school year, and reducing public access but no final decisions have been made
 - Feedback on survey has been generally positive
- CG- City sewer project is ongoing, there is a collapsing manhole cover
 - No timeline on the repair for the manhole cover
 - Area between buildings is considered Park Blocks' and is owned by the city
 - JR- is trying to schedule Joe Schilling to attend the committee meeting in September

New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- CG: Reach out to Jason Franklin at Campus Planning
- CG: Continue to monitor for emails from the Graduate Student Union regarding committee presence

Meeting Adjourned

Time: 2:14 pm

Next Meeting

Date: September 11, 2019

Location: ASRC 210a