

## SAFETY COMMITTEE MINUTES

January 14, 2016                      Time: 10:30AM

Location: Plant Services conference Room

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Darby Thiessen (HR), Patti Cooke (Staff), Jen Klapp (ad hoc)

Absent: Tanya Rooney (Plant Services), Dave Hansen (Faculty), Mark Stone (Security)

November and December 2015 Minutes were approved.

### Continuing Business:

- PPE and Hazard Assessment Forms. Are still in the works.
- Jen Klapp joined the committee as an ad hoc member.
- Annual elections were held for Chair (Dan Schutter) and Secretary (Teresa Arnold)

### New Business:

- Review of On The Job Injuries: .
  - 18 total incidents for 2015

### Next Meeting:

February 11, 2016, 10:30am; Location: Plant Services Conference Room

## SAFETY COMMITTEE MINUTES

February 11, 2016                      Time: 10:30AM

Location: Plant Services conference Room

Present: Dan Schutter (Chair, Safety Officer), Darby Thiessen (HR), Patti Cooke (Staff), Jen Klapp (ad hoc), Tanya Rooney (Plant Services), Dave Hansen (Faculty),

Absent: Mark Stone (Security) Teresa Arnold (Secretary, Science/Chemical Hygiene),

January 2016 Minutes were approved.

### Continuing Business:

- PPE and Hazard Assessment Forms. Are still in the works.

### New Business:

- Review of On The Job Injuries
  - Discussed 3 so far this year, including the preventative measures that were cited in the accident investigation report.

Next month is Building Inspection month. Dan will train Jen and assign a few building for her to do.

### Next Meeting:

April 14, 2016, 10:30am; Location: Plant Services Conference Room

## **SAFETY COMMITTEE MINUTES**

March 2016

Time: variable

Location: Buildings and Facilities

### Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

### Next Meeting:

- ★ April 14, 2015, 10:30am Plant Services Conference Room

## SAFETY COMMITTEE MINUTES

April 14, 2016          Time: 10:30AM

Location: Plant Services conference Room

Present: Dan Schutter (Chair, Safety Officer), Darby Thiessen (HR), Patti Cooke (Staff), Jen Klapp (ad hoc,) Tanya Rooney (Plant Services), Mark Stone (Security)

Absent: Teresa Arnold (Secretary, Science/Chemical Hygiene), Dave Hansen (Faculty),

February and March 2016 Minutes were approved.

### Continuing Business:

- PPE and Hazard Assessment Forms. Are still in the works.

### New Business:

- Review of On The Job Injuries
  - Discussed 7 so far this year, including the preventative measures that were cited in the accident investigation report. Plant Services has changed policy to require all trades workers to wear long pants. And added requirement to wear hard hat when using post driver.
- Reviewed Building inspections. Dan completed training with Jen by inspecting hoover. Several concerns were identified and the best way to get changes made was discussed. There is no central budget so committee members need to work with individual departments to make corrections.
- Discussed providing new AED for Canyon Commons. Mark and Dan will work on getting this done.

### Next Meeting:

May 12, 2016, 10:30am; Location: Plant Services Conference Room

## SAFETY COMMITTEE MINUTES

May 12, 2016            Time: 10:30AM

Location: Plant Services conference Room

Present: Dan Schutter (Chair, Safety Officer), Darby Thiessen (HR), Patti Cooke (Staff), Jen Klapp (ad hoc,) Tanya Rooney (Plant Services), Mark Stone (Security)

Absent: Teresa Arnold (Secretary, Science/Chemical Hygiene), Dave Hansen (Faculty)

April 2016 Minutes were approved.

### Continuing Business:

- Building Inspection – Next month building inspection month. Send him your inspection reports and he will do the work orders for us.
- PPE – Plant Services nearly completed, others still in process.
- On the job injury review – No new incidents or actions to be taken.
- AED – Discussion of location for placement in Roberts Center and current location in Bauman. Mark Stone to check with Lisa Leslie on possibly moving Bauman's to a different location. Mark is also getting updated pricing for equipment and stickers for doors.

### New Business:

- Newly appointed member Tim Jaquish to join as staff development representative in July/August taking the place of Patti Cooke.
- CERT class update from last semester
- Anderson Construction has had no accidents in building the new Commons.

### Next Meeting:

July 14, 2016, 10:30am; Location: Plant Services Conference Room

## **SAFETY COMMITTEE MINUTES**

June 2016

Time: variable

Location: Buildings and Facilities

### Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

Next Meeting:

- ★ July 15, 2016, EHS 102 10:30am

## SAFETY COMMITTEE MINUTES

July 17, 2016            Time: 10:30AM

Location: Plant Services conference Room

Present: Dam VanderWater (Asst Safety Coordinator), Darby Thiessen (HR), Belinda Creighton (Staff), Jen Klapp (ad hoc,) Tanya Rooney (Plant Services) Teresa Arnold (Secretary, Science/Chemical Hygiene)

Absent: Dan Schutter (Chair, Safety Officer), Dave Hansen (Faculty), Mark Stone (Security),

### Continuing Business:

- On the job injury review – One new injury: bee sting injury. Has been addressed and remedied.

### New Business:

- Dan VanderWater introduced himself and described his new role as Asst. Safety Coordinator. He asked the committee clarifying questions that he had. He is currently working on a University (cohesive) Blood Borne Pathogen (BBP) policy. One of his goals is to develop an EH&S website to hold all the updated policies.
- New locks to increase armed intruder safety was discussed
- It was inquired if the university had been tested for lead pipes. No one had any info.
- Our SAIF consultant will be attending a meeting soon. Possibly October.
- Darby will send out committee overview information to new members (and cc the rest of the committee to refresh their memories.
- Building inspections are in September.
  - Darby will do Stevens with Jen.
  - Teresa(?) to assist Belinda and Tanya in their inspections?
- It was suggested we use the J Drive to keep and share documents for the committee: minutes, training info, forms etc. Darby to check in to this.
- Darby will ask SAIF about Wellness Apps for employees. HR and the SDC are also working on Wellness this year, perhaps we could team up.

### Next Meeting:

Aug 11, 2016, 10:30am; Location: Plant Services Conference Room

## SAFETY COMMITTEE MINUTES

August 18, 2016

Time: 10:30AM

Location: Plant Services conference Room

Present: Dan Van der Water (Asst Safety Coordinator), Darby Thiessen (HR), Jen Klapp (ad hoc,) Teresa Arnold (Secretary, Science/Chemical Hygiene), Dan Schutter (Chair, Safety Officer)

Absent: Belinda Creighton (Staff), Dave Hansen (Faculty), Mark Stone (Security), Tanya Rooney (Plant Services)

### Continuing Business:

- Safety Specialist Update (Dan V):
  - Continuing work on the BBP policy. We are required to keep BBP records for 30 years. SDS are kept for 50 years.
  - Continuing work on the Hazard assessment/PPE forms. Supervisors will sign off the form and keep for student employees, while submitting the regular employee forms to Dan V.
  - Safety Committee training (attended) take home lessons:
    - Management is supposed to provide a written response to Committee concerns within 30 days.
    - Committees are to have more volunteers than appointed position.
    - Dan V will look up schedule for 4 hour training in hopes we can do this as a group, including safety committee meeting, accident investigation and building inspection components.
- Lead testing: The City of Newberg is spot testing for lead. We have done a couple of locations over the years and never found any reason for concern.
- Our SAIF consultant will be attending the October meeting. This is an annual check in, where we discuss plans for the year and how they can support the committee.
- Darby sent out committee overview information to new members (and cc'd the rest of the committee to refresh their memories). She will send out new OSHA links, as they become available.
- Darby requested a J Drive folder from IT to hold our documents, inspection logs etc.
- Darby asked SAIF about Wellness Apps for employees. HR and the SDC are also working on Wellness this year, perhaps we could team up. SAIF has white-papers with ideas and website has posters, videos etc. Darby will send the committee links, so they can evaluate the ideas. Idea: Have "Wellness Wednesday" postings in the Daily Bruin.

### New Business:

- Injury Report: one slip injury due to tread issue. Has been corrected.
- Concern about Portland Center Safety Committee needing to meet more often. Perhaps they can be included in our training.
- There is no student worker group safety training in the fall, just in the summer. Supervisors conduct student safety training. Should we revisit this idea?
- Darby gave Dan S the Occupational Injuries and Illness summary for 2015.

### Next Meeting:

Oct 13, 2016, 10:30am; Location: Plant Services Conference Room



## **SAFETY COMMITTEE MINUTES**

September 2016

Time: variable

Location: Buildings and Facilities

### Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

### Next Meeting:

- ★ Oct 13, 2016, EHS 102 10:30am

## SAFETY COMMITTEE MINUTES

October 13, 2016                      Time: 10:30AM

Location: Plant Services Conference Room

Present: Dan Van der Water (Asst. Safety Coordinator), Darby Thiessen (HR), Teresa Arnold (Secretary, Science/Chemical Hygiene), Dan Schutter (Chair, Safety Officer) v Belinda Creighton (Staff), Dave Hansen (Faculty), Tanya Rooney (Plant Services),

Absent: Mark Stone (Security), Jen Klapp (ad hoc)

Special Guests: Jacquie Strand SAIF safety consultant, Lynn Orney, WSC Insurance Rep.

August and September minutes were approved.

### Continuing Business:

- Safety Specialist Update (Dan V):
  - Hazard assessment/PPE forms: Form is being updated to fit all employees, to be less cumbersome with check boxes instead of codes to reference.
  - SAIF offered to provide any recourses Dan V needs to complete his new tasks.
    - Next up: Fall Protection and Lock-out/Tag-out procedures
  - SAIF can provide free hearing assessments, to establish a base line.
- Wellness Apps for employees: SAIF has “blue zone” wellness ideas posted monthly.
- Strategic Planning for Improved Safety Culture: Need management to champion a safety culture, to move from reactionary to preventative response. To move from “get the job done” to taking time for safety reminders and improved procedures. Perhaps a sub-committee (safety committee, staff, insurance rep, faculty etc.) could be appointed to suggest to management how that can be done, to give them some tools to work with. The sub-committee could set yearly and long term goals with target dates. Set 2-3 goals per year.

### New Business:

- Injury Report: There were three new injury reports. One has resolved with proper procedure training. The other two are still under investigation.
- SAIF shared the Claims Summary since 2012.

### Next Meeting:

Nov 10, 2016, 10:30am; Location: Plant Services Conference Room

## SAFETY COMMITTEE MINUTES

November 15, 2016                      Time: 10:30AM

Location: Plant Services Conference Room

Present: Dan Van der Water (Asst. Safety Coordinator), Darby Thiessen (HR), Teresa Arnold (Secretary, Science/Chemical Hygiene), Dan Schutter (Chair, Safety Officer), Tanya Rooney (Plant Services), Jen Klapp (ad hoc)

Absent: Mark Stone (Security), Dave Hansen (Faculty), Belinda Creighton (Staff)

October minutes were approved.

### Continuing Business:

- Safety Specialist Update (Dan V):
  - Blood Borne Pathogen Policy has been finalized and distributed.
  - Lock out-tag out is the next policy to be revised.
  - Hazard assessment/PPE forms: Form is being updated to fit all employees, to be less cumbersome with check boxes instead of codes to reference.
- Strategic Planning for Improved Safety Culture:
  - Dan and Darby to consult with Drew about setting up a committee.
  - Darby attended a BlueZone presentation about wellness communities, designed to make people aware of resources and help organizations decide which resources then to pursue. Decisions will be made after changing health programs in December.

### New Business:

- Injury Report: 4 new injuries. Investigations are underway.
- December 14<sup>th</sup> is the Bio-Chem Dept hazardous waste haul.
- Portland Center is starting its own safety committee which will meet quarterly. Dan V will attend as the rep from the Committee. The Portland committee will include: Darla, Andrew and Paul.
  - Ed has been requested to make an Emergency Response Plan for the Portland Center.
- The Oct 21 DEQ visit resulted in citations by no fines.

### Next Meeting:

December is building inspection month.

Jan 12, 2017, 10:30am; Location: Plant Services Conference Room

## **SAFETY COMMITTEE MINUTES**

December 2016

Time: variable

Location: Buildings and Facilities

### Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

### Next Meeting:

- ★ Jan 12, 2017, Physical Plant Conference Room 10:30 am.