

Date/Time: January 19, 2017, 10:30am

Location: Plant Services Conference Room

Present: Teresa Arnold (Science/Chemical Hygiene), Darby Thiessen (HR), Belinda Creighton (Staff Development Committee, Finance Dept), Tanya Rooney (Plant Services), Jen Klapp (Secretary, Finance Dept), Dan Schutter (Chair, Safety Officer), Dave Hansen (Faculty)

Absent: Mark Stone (Security), Dan Van der Water (Asst. Safety Coordinator)

To begin a new year of business, Teresa Arnold nominated Dan Schutter as Safety Committee Chair. This nomination was seconded by Darby Thiessen and then approved by all. Jen Klapp volunteered to be Recorder/Secretary and was seconded by Belinda Creighton.

Review of approved November Minutes.

Continuing Business:

- Safety Specialist Update (Dan S. for Dan V.)
 - Dan V continues to work on Blood Borne Pathogens Policy.
 - Teresa explained that there are still a few in her area that need the hepatitis vaccine.
- Lock-Out, Tag-Out policy is in process. Additional training continues.
- Hazard Assessment/PPE forms: updating of the forms continues.

Strategic Planning:

- Dan S to meet with Drew in Human Resources regarding GFU Safety Culture.
- Darby spoke with Drew regarding the proposed Wellness Committee that is meant to work with the Staff Development Committee and Safety Committee to encourage, and support, the wellness and safety of all GFU employees.
- Darby explained that the decision to continue with Pioneer Trust was made the week prior and conversations with Pioneer Trust are already underway regarding the resources they can provide to GFU employees in the area of wellness.
- Dan S will donate a "Fitbit" as one of the grand prizes in the "125-Day Challenge" sponsored by the Staff Development Committee.
- The Portland Center Safety Committee continues to ramp up with the following members: Darla, Andrew, Paul and Jeff Fair. The committee will meet on a quarterly basis. Dan V from the Newberg Campus Safety Committee will also attend the quarterly meetings.
 - Ed Gierok has been asked to create an Emergency Response Plan for the Portland Center.

New Business:

- Injury Report Review: there were 3 new injuries added to the report. There were 2 additional injuries that had just been submitted and not yet added to the report.
 - At least 2 of the injuries were from a fall/slip on ice. There was discussion regarding how to better clear campus sidewalks/parking lots of ice. For the campus security guards, one suggestion was for the guard to wear clamp-on traction spikes.
- Building Inspections
 - SAIF came to Newberg campus and did inspection of Plant Services with Dan V. Inspection resulted in minimal findings.
 - Dave Hansen reported that the emergency lighting in the Ross Center elevator wasn't working. Dan S will follow-up.
 - The dorm emergency lighting was inspected and repairs were made as needed.

- It was proposed to change the time of the Safety Committee Meeting from 10:30am to 10:45am to better accommodate faculty members schedules. Time change approved by all.
- A location change was also suggested and approved by all. For the months of February, April and May, the Safety Committee Meetings will be held in Klages 231.

Next meetings:

<u>Date</u>	<u>Location</u>
February 9, 2017, 10:45 – 11:45am	Klages 231 – reserved through 25Live

March – Building Inspection Month

April 13, 2017, 10:45 – 11:45am	Klages 231 – reserved through 25Live
May 11, 2017, 10:45 – 11:45am	Klages 231 – reserved through 25Live

June – Building Inspection Month

July 13, 2017, 10:45 – 11:45am	????
August 10, 2017, 10:45 – 11:45am	????

September – Building Inspection Month

October 12, 2017, 10:45 – 11:45am	????
November 9, 2017, 10:45 – 11:45am	????