

Date/Time: January 18, 2018, 10:45am

Location: Klages 231

Present: Teresa Arnold (Science/Chemical Hygiene), Belinda Creighton (Staff Development Committee, Finance Dept), Tanya Rooney (Plant Services), Dan Schutter (Chair, Safety Officer), Dan Van der Water (Asst. Safety Coordinator), Justin Johnson (Engineering), Darby Thiessen (EE), Jennifer Klapp (Secretary, Finance), Dave Hansen (Faculty)

Absent: Mark Stone (Security)

Minutes were approved as written.

Continuing Business:

- **Hepatitis Vaccine** – Dan V says the policy is on the J-Drive. Dan gave Darby a bunch of names. Darby's student worker will upload using the current naming convention. Nursing done off-site. Are they GFU employee or employee of clinic then?

Action: Darby sent out email to Health and Counseling Center; waiting for a response.

- Dan S will speak with Bryan Boyd about completing hazard assessment form, PPE and housekeeping.
- **AED in Bauman relocated?** No. It's still in Bauman. Mark says 10 AEDs need replacement batteries and questioned where the funds come from. Looking at about \$950 (sale prices). Should Plant Services pay or do we get a Safety Committee budget to pay? Darby suggests Mark send notes about the battery costs to Dan S who can email Vicki to ask what to do. Dan S thinks adding it to Plant Services Safety budget. Teresa says we probably need replacement pads as well (about \$100). Law says 50,000 sq ft building needs an AED. OSHA gives a dividend – Jacquie suggested using that dividend toward these purchases. Darby says we use it to offset non-debilitating injuries.

Action: Mark will send suggestions to Dan S.

- **Will safety training be provided to fall work study students?**
- **Safety Committee and Safety Meeting Check list:**
 - Dan V confirmed that the minutes are posted online.
 - Need to add dates for corrections of any identified hazards.
 - Darby will take pdf and safety quiz to EE.
 - It was suggested to add a form on the safety website to report hazards.
 - For example, custodial should not prop open door and leave it.
 - SAIF has 3 online webinars. "Accident Assessment" lasts about 50 minutes, "Hazard Assessment" about 45 minutes and "Safety Committee Training" about 45-60 minutes. It was suggested we extend our next few meetings to include these webinars. OSHA can draw up certificates for documentation once Darby sends in names. Let Darby know you watched the webinars and took the quizzes.
- **Building Inspections:** Dan S has updated the Building Inspection Assignment list. Jacquie suggested the iauditor app. It documents who, where, when, what, etc. Take a photo at time of inspection. There is a template for \$10 – but free version does that. Dan S says it doesn't show the items that were checked off the list. He likes the sheet. Mark suggested having an iPad if we are going to use the app so we don't fill up our phones.

Action: Dan S will email the list. Darby will ask about using an iPad.

- **Lock Out / Tag Out information will be available on iPad.** It's in process. Needs to be coordinated and migrate to iPads. Users will be able to look up equipment and log out/tag out procedures.

- **Goals for Next Year:** Jacquie handed out a SAIF packet. The front page is a draft of ideas including the Hazard Assessment webinar, Noise assessment, Safety videos (training grants to produce videos), consider adding SAIF to benefits fair in February. SAIF is piloting a wellness program. Everything through the pilot program is free to us.
- **16-17 Safety Goals:** Still working on 16/17 Safety Goals. Teresa finished Biological/ Chemical Science Lab Review and Science Area except the Hotwork. She and Dan V will wrap this up. Dan will report on the Threshold Shift for Hearing Conservation with the grounds, engineering and theatre departments.
- **Injuries:** Jacquie says we are doing well. We are at 9 workers with Workers Comp injuries. There is one new student injury since last meeting. Student wasn't wearing protective eyewear in the Theatre department.
Action: Darby to upload injury report to J-Drive.

New Business:

- Fire drill may be scheduled from TVFR.
- SAIF was happy with George Fox's hearing test process.
- Building inspection assignments have been updated and are available on shared drive. Email Dan with any questions.
- May be a good idea to conduct building inspections in pairs for "fresh eyes".
- Plant Services inspected dorms to update maintenance management tools. Dan will try to revise the building inspection template to make it easier to record findings and report.
- Darby will create a quarterly folder to save inspection reports on a trial basis. To be discussed at the next meeting.
- **Suggested:** Bucket truck safety, Hearing testing, and safety training, and school closure meeting. Dan V says these are already done with Plant Services. He has also met with Portland Center. Question raised about Ice Alerts for areas around campus. Dan S says we should get a couple more Ice Alerts.

Next Meetings:

<u>Date</u>	<u>Location</u>
March	BUILDING INSPECTION MONTH ☺
April 12, 2018, 10:45 – 11:45am	TBD
May 10, 2018, 10:45 – 11:45am	TBD
June	BUILDING INSPECTION MONTH ☺
July 12, 2018, 10:45 – 11:45am	TBD
August, 9, 2018, 10:45 – 11:45am	TBD
September	BUILDING INSPECTION MONTH ☺