

Willamette University Occupational Safety and Health Committee December 5, 2008 Meeting Minutes

Members Present:

Rich Dennis (Facilitator), Campus Safety: ext. 6907
Suzie Torre-Cross (Facilitator-Elect), Human Resources: ext. 4043
Jennifer Butler, Biology: ext. 6483
Ramona Murtha, International Education: ext. 5493
Margaret Schue, College of Law ext. 6140
Mike Ryan, Facilities Services ext. 6802
Mary Ann Zielinski ext. 4360

Ross Stout, ex-officio, interim staff secretary

Members Absent:

Linda Lombard, Financial Affairs: ext. 6728
Jim Ames, Facilities-Building Maintenance: ext. 4287
Adrienne McCarthy (student): amccarth@willamette.edu

The meeting was called to order at 1:05 p.m.

Rich Dennis explained the reason that the newly created WU Occupational Safety and Health Committee was formed to comply with new OSHA regulations that go into effect on January 1. Rich said that the previous Safety Committee had done a lot of good work, but there are now new requirements that will need to be adhered to more strictly.

Rich was unanimously elected as the Committee's Facilitator. Susie Torre-Cross was unanimously elected as the Facilitator Elect.

Rich talked about the requirement for Committee members to attend the OSHA training for Safety Committee members. The training is four hours in length and is offered several times a year. The next training date in Salem is January 21, 2009.

Rich then asked the Committee about what days and times work best for the monthly meetings. The group decided on Tuesday morning at 9 a.m. The next meeting is set for Tuesday, January 20, 2009 at 9 a.m. in the Alumni Lounge.

Suzie mentioned that the rooms chosen for meetings need to be large enough to accommodate guests, as everyone on campus is invited to attend the meetings.

The safety-comm@willamette.edu e-mail group will be updated with the new members of the group by Rich and Suzie will add this e-mail address to the new website which can be accessed at: http://www.willamette.edu/dept/hr/safety_committee/index.html

Rich talked about encouraging the community to bring their concerns about safety to the Committee. A website has been created and includes a form for concerns to be sent to the Committee. He also talked about a new procedure for issues that are brought to the Committee, which are determined to not be safety issues. These issues will be forwarded to the proper department or vice-president, by the Committee, and an e-mail sent to the person originating the concern stating that their issue has been forwarded. Each of these issues will be documented in the meeting minutes, along with the name of the person or department to whom the issue was forwarded.

A question was asked about how many members constitute a quorum. The answer is four members. If the number attending is less than four, then a make up meeting needs to be scheduled in that month.

Rich talked about the charge of the Committee. These responsibilities include:

- 1) Accident prevention and accident investigation
- 2) A quarterly safety check of each building on campus
- 3) An annual evaluation of the Committee's effectiveness

Ramona Murtha had sent an e-mail to Rich and wanted the word "student" added to the "Representatives" section of the bylaws.

Two other issues of bylaw changes were recommended: 1) In the Training section, the word "register" for training classes was replaced with "complete" training classes and the time period for completion changed from 60 to 90 days. 2) In the Attendance and Alternate Members section, the requirement for alternate members to receive training was eliminated.

Jennifer asked about what a supervisor's responsibility was to train their employees about safety issues in their department. Her specific concern was about the consistency of training of students by faculty in laboratory situations, e.g. Biology, Chemistry, Art, Physics, etc. Is there a standard to which students receive an orientation and training in safe practices in those labs? Rich mentioned that OSHA provides free consultation and training for all areas of safety. Further discussion was about how to assure that students are receiving this training. The Committee decided that this issue should be forwarded to the CLA Dean's Office as an issue of concern, along with a recommendation that OSHA be contacted and invited to give them an assessment of what the training requirements should be for these laboratory areas.

The meeting was adjourned at 1:47 p.m.