

The meeting was called to order at 1:08 p.m.

Present: Robyn Herring, Sam Pooley, Laura Bergman, Peter Pessiki, Kort Jungel, Steve Huntsberry, Kathy Dean, Mike Anchors, Burt Guttman.

Not present: Chuck McKinney, Liza Rognas.

- **Review of minutes of last safety meeting.** Approved.
 - The meeting approval process, as stated in the guidelines, is too lengthy. To shorten that process and make the approved minutes available to the community in a timely manner, it was agreed that:
 - the recorder will prepare the minutes as soon as possible,
 - the committee will notify the recorder of any changes, corrections, or omissions within 5 working days after receipt of the minutes,
 - and, once approved, the minutes will be sent to:
 - Ed Rivera – for posting on the Union bulletin board,
 - Robyn Herring – for adding to the website.
- **Unfinished business from last meeting:**
 - **Fire drills** – Robyn worked with the committee to determine a good time for a fire drill; it will be held Wednesday, April 10, 9:30 or 9:45 a.m. Robyn will notify McLane Fire Department and send a list of buildings to the committee members so we can sign up for a building. There will be a “pre” drill PA announcement. Robyn stated that she would like to see two fire drills a year.
 - **Red Square** –
 - Treating the bricks – Hal Van Gilder has a vendor who will give us a product to try as a demo, between Lab II and the Seminar building. The product supposedly keeps the bricks cleaner, is more slip-resistant, and is long lasting.
 - Vehicle traffic – Brinks has been relocated to the lower level, but there is still traffic on Red Square (fire trucks, blood drive vehicles, Super Saturday, etc.).
 - **Smoking** – The committee was asked to send out an e-mail to the campus community, reminding them not to smoke near building entrances. The committee discussed possible smoking areas, smoking cessation programs, and a fragrance-free campus. A revision to the proposed draft letter was submitted and read, with no objections. Sam and Robyn will meet to discuss the draft further.
Action item: Kort will meet with Meredith Huff to discuss possible smoking cessation programs, and will report back to the committee at our next meeting.
 - **Accident Prevention Program** – Robyn distributed copies of this program to the committee members. She would like input on the flow of the packet, as she would like it to be more readable. If the committee has comments/changes, please contact Robyn. Burt volunteered to read the packet and make suggestions to Robyn. Headings to the appendices and a table of contents will be added.
Action item: Robyn will send the program file to Burt electronically.
 - **Emergency Response Plan** – Deferred until the next meeting.
 - Mike Anchors volunteered to be part of the Emergency Response Team.

- **New Business:**
 - **Review accident reports** – unavailable for this meeting.
 - **Cell phones** – Don Bantz and Enrique Riveros-Schäfer are looking into purchasing/funding of cell phones to check out for field trips.
 - **First Aid training for faculty** – Faculty taking field trips need to have basic First Aid training. The remoteness will determine the level of training necessary. Don Bantz and Enrique Riveros-Schäfer are addressing this issue.
 - **Training** – Mandated training is determined by your work area and job. The college recently provided Hearing Training (for those who work with loud noises). If there is a concern about noise levels, Robyn can do noise testing. It was stated that part of our purpose is to inform and educate the campus. Should we discuss training at our next meeting?
 - **First Aid equipment** – Each department should have a First Aid kit, “appropriately stocked”. These kits have been ordered through Health Services previously; Kathy Dean can order them for those who are interested. Bon Appetit has a vendor who regularly stocks their kits.

The recorder had to leave the meeting at this point (2:45 p.m.) to attend training. When I left, others continued to talk; I’m not sure if anyone recorded the comments.

Other items listed on the agenda:

- Chemical safety in the lab buildings
- TESC Health & Safety web page
- Tacoma campus
- Open forum per consensus
- A look at next meeting

Next meeting: Wednesday, March 6, 1:00-3:00 p.m., Facilities Conference Room.