

## Whitman College Safety Committee

Minutes of meeting – September 11, 2012

Present:

Absent:

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John Hopkins – Chair, Physical Plant Rep

Lisa Perfetti – Faculty Rep

Marge Jessee – Secretary, RCC Rep

Brian Fortin – Employer Rep

Craig McKinnon – Memorial Rep

Bryan Lubbers – Div I/Tech Rep

Dona LaFran – Div II Rep

Martha Holt – Div III Rep

John Eckel – OP/Sherwood Rep

Lynn Woolson – Art Rep

Fritzi Edwards – Welty Center Rep

Dennis Hopwood – Employer Rep

Kathy Rogers – Advisor

John O’Neil – Advisor

The meeting was called to order by John. The minutes and a sheet of corrections were presented and approved as amended.

### **Old Business**

**GOLF CARTS** – As of June 1, 2012 the city ordinance went into effect legalizing Whitman golf carts on streets in a designated area but it is not ‘official’ until the signs are up. Whitman College has agreed to pay for the signs and the city is going to put them up. John asked if all carts on campus are up to code and Kathy said that she had notified every one of the requirements. Blinking caution lights are not a mandatory requirement.

RF RADIATION – The recent equipment installed on the Maxey roof by AT & T did not affect anything. After some discussion it was agreed that marking the restricted area 3' out with paint or tape would be an easy solution to make everyone aware. John will ask the Physical Plant to mark the area.

POWER OUTAGE – Kathy, John O'Neil and John Hopkins are working on procedures and policies to follow for any digging and excavation work. It is the law to call the city when digging 12" or deeper for marked location of lines. Dennis asked if the college has a blue print of line locations and John said yes, we have a general awareness. Training and digging procedures have been tightened up since the May 3<sup>rd</sup> accident.

### **New Business**

John Hopkins said that he would like to change meeting times from quarterly to monthly. After some discussion Dennis made a motion to meet every 2 months. Dona seconded the motion and it was approved. Bryan Lubbers voted against the motion noting he preferred to keep it quarterly.

John O'Neil said he would like to see the Whitman Community have some added awareness of the Safety Committee. He would like to see better communication between committee members and those they represent. He has been in touch with other area institutions about their Safety Committees. In the future he may visit some of the committees and/or invite them to send representatives to one of our meetings. His main goal is to promote more communication. Perhaps one way to do this will be to run stories in The Fountain. An example of this was a recent incident that involved a couple of girls from Prentiss Hall stopping John O. when he was on campus with some fire personnel to ask him if they were here to locate the natural gas odor. Because these girls took the time and initiative to speak up a natural gas leak was located. John wants to have these girls publically recognized and commended. John will follow up on putting a story in The Fountain.

Dona asked how most committee members communicate with the people in the areas they represent. It was agreed that emailing everyone in their areas was the

best way. It was also agreed that attaching the minutes is too detailed and people probably won't read it all; just listing highlights would be best. Craig made a motion that John will post a general synopsis of each meeting on the Safety web page for committee members to refer community members to. The motion was seconded and approved.

Martha asked who she should call when there is a gas leak in the Science Building. Should she call the Physical Plant, Security or the gas company? This question actually applies to everyone. Craig noted that by calling Security it does create a record. Martha felt that there should be one specific person or department that should be responsible for these types of issues. John O. will have a meeting and establish some sort of protocol.

It was mentioned during our meeting that there had been a small fire in the Library. The warming candles in the Bon Appetit trays were left burning after a meeting had concluded and everyone had left. John O. was going to talk to Bon Appetit to establish some procedures to ensure this doesn't happen again.

At the very end of the meeting Craig reported that there is going to be a change in the card swipe system. There are three options being considered and he wanted to have a recommendation from the Safety Committee. Bryan felt that this was a security issue and not a safety issue. Due to a shortage of time we agreed to table this matter until the next meeting.

The next meeting is scheduled for November 13, 2012 to be held at Penrose Library in the Teaching and Learning Center.

Respectfully submitted,

Marge Jessee, Secretary