



Safety Committee Minutes

Call to Order (January 5, 2024)

Present: Kali Brandt, Larissa Arnold, Richard Hamilton, Jason Arrowsmith, Gina Challed, David Maxon, Merry Bond, Nolan Wheeler, Janel Skreen, Ryleigh Leatherwood, Shane Rovera, Rebecca Noce, Haley Schimmel, Kelly Norton

Absent: Armando Herbelin, Dave Gomez, Rheba Rukkila, Chris Wood

Review and Approval of Minutes from Previous Meeting.

Minutes Accepted: Yes

Moved: Gina Challed

Seconded: Richard Hamilton

Agenda Accepted: Yes

Moved: Janel Skreen

Seconded: Gina Challed

Incident Investigations

Apartment kitchen fire, on 1/1/24

Description: A student placed a pan filled with cooking oil on the stovetop in their apartment. The stove was turned on. The student then left the pan and went to their bedroom for an "unknown" amount of time, until they noticed a smell and returned to the kitchen. When the student returned to the kitchen, the oil was on fire. The student first attempted to extinguish the fire with water. When the water did not extinguish the fire, the student used an ABC fire extinguisher (located inside the apartment) to put it out. The student notified their neighbor who then helped them contact LCC Maintenance and Security. According to the student, the fire started at 8:00am, or a little after. Security was contacted immediately after, and Student Housing was contacted at 8:27am.

Recommendations: Cover the danger of cooking in more detail during our fire extinguisher training, including not to use water on a grease fire, and not to leave the stove unattended. A follow up training with security staff on fire response procedures, to ensure 911 is contacted. Order ladders for second story fire-egress. Audit fire

extinguisher locations to ensure they are not located too close to the stove for access during a fire.

Bus vs fence, on 12/5/23

Description: Driver was slowly backing up, using the fence post and fence as a guide but misjudged the angle due to the weather conditions. It was dark and rainy. The bus bumped the fence.

Recommendations: Consider using the bus monitor as a guide when backing up.

Lifting water table, on 12/4/23

Description: A Head Start Center Aide threw their back out while trying to lift a water table to clean it.

Recommendations: Supervisor reviewed procedure with employees. Employees are to bring cleaning supplies out to the table, not lift the table out of place.

Safety Work Order Reports

[Link to Report](#)

New Business

- Nolan Wheeler provided campus updates including the anticipation of inclement weather including cold temperatures and possible snow. He also reminded attendees to sign-up for campus-wide emergency alerts.
- Kali Brandt shared tips for updating Safety Data Sheets (SDS) for all departments.
- Committee reviewed sections 2.2E and 2.2F of the Accident Prevention Plan. Section 3.1 will be reviewed during the next meeting in February.
- Janel Skreen reminded attendees to look for emails providing safety tips to all employees.

Old Business

- The monthly safety theme is inclement weather.
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Next Meeting

February 2, 2024 at 1:00pm in HSB 235