



Southwestern Oregon Community College Safety Committee Meeting

Facilitator: Emerald Brunett
Notetaker: Carol Richards
Attendees: Emerald Brunett, Carol Richards, Tony Peters, Joe Thomas, Mary Graham
Date: April 14, 2016 for February 11, 2016 meeting minutes
Curry County: 541-469-5017

Note: Items that have strike out mean that they have been completed. They will be removed from the minutes at the next meeting. Information may include current month's activities up to the date of the subsequent meeting.

Subcommittee Reports

Hazard Inspection Team – Emerald Brunett

Quarterly reminders, track non-submission, perform as backup inspectors and investigate possible concerns and issues.

The below building inspections were submitted:

- Prosper – Submitted by Mike Herbert on 4/12/16
- B2 – Submitted by Terry Mendez 3/31/16 – There were no recommendations submitted.
- Tioga 1st Floor – Submitted by Shawna Stephens 3/30/16
- Recreation Center– Submitted by Megan Corriea 3/11/16
- Performing Arts Center – Submitted by Dallas Petenbrink 3/18/16
- Umpqua – Submitted by Brady Esch 3/22/16
- B3 – Submitted by Wayne Chandler 3/11/16
- Facilities – Submitted by Rob Liggett 3/11/16 – There were no recommendations submitted
- Lampa – Submitted by the Safety Committee 3/17/16
- Fire Tower – Submitted 3/17/16 by Tony Peters
- Dining Services – Submitted by Jennifer Severson 3/10/16

Old Business

No old business was discussed.

New Business

In lieu of a regular safety meeting, the members performed a building inspection of Lampa Hall.

Accidents and Near Misses

A participant in the Master Gardener series in PAC tripped on an electrical outlet and landed on her knee.
An OCCI student had a seizure in one of the kitchens.

Outstanding Corrective Actions

B3

WAYNE CHANDLER 3/11/16

3.11.15 Emergency Phone Numbers

Emergency phone numbers need to be posted in B3.

DINING SERVICES

JENNIFER SEVERSON 3/10/16

3.10.16-1 Deep Fryer

Jennifer indicated the deep fryer is a safety hazard and needs to be replaced.

3.10.16-2 Ramp

Jennifer indicated the ramp outside is unsafe. Facilities is working on this.

3.10.16-3 Kevlar Glove

Jennifer indicated she will purchase a Kevlar glove to be used when cleaning the meat slicer.

EDEN

JAMES FRITZ 11/12/15

11.12.15-2 Electrical Issue

James indicated that a permanent electrical service is needed at the waxtable/radio/bandsaw area of Eden 5.

FIRE TOWER

TONY PETERS 12/18/15

12.18.15-1 Hand Rails on Fire Tower

The Fire Tower has no hand rails on the stairs. The committee will discuss this at the 2/11/16 meeting. *All fire tower repairs discussed and a plan has been in place with Facilities for safety repairs. The Fire Department signs a waiver when they use the tower for training purposes, and all SWOCC students and staff only work on the ground level until proper safety repairs can be made.*

12.18.15-2 Load Capacity

The Fire Tower has no load capacity rating. The committee will discuss this at the 2/11/16 meeting.

12.18.15-3 PPE Training/Verification/Equipment Maintenance

Carol and Tony discussed this. Carol assigned Tony the Safe Colleges PPE module, SWOCC's written PPE program, and asked him to complete the PPE Hazard Assessment for EMS/Fire Safety.

TONY PETERS 3/17/16

3.17.16-1 Fire Tower Floors

Tony indicated the floors of the fire tower are slippery when wet; some areas have non slip materials added, but some are still lacking. – *This was discussed at the 2/11/16 meeting and is included in the plan for safety repairs. These areas are located above the ground floor and are not currently being accessed by students and staff.*

LAMPA

SAFETY COMMITTEE 3/17/16

3.17.16-1 Shelving Over 6 Foot High

Shelving in Lampa 1, 13, 10 and 4 all have shelving that needs to be affixed to the wall.

3.17.16-2 Chemical Container

There is one spray can in the custodial area that needs to be capped.

PERFORMING ARTS CENTER

DALLAS PETENBRINK 3/18/16

3.18.16-1 Lighting

Exit light out

PROSPER

MIKE HERBERT 12/2/15

12.2.15-1 Stairwell Water

Mike indicated that the stairway up to Prosper has drainage water on it, but that Emerald is working on a plan for this. *Update: Facilities will be correcting when weather clears. Corrected by facilities in March 2016.*

REC CENTER

MEGAN CORRIEA 12/10/14

12.10.14-3 Electrical Enclosures

Megan indicated there were switches, receptacles, etc., that were not supplied with electrical enclosures. *Update: Still open. Will be contracting out for completion as there is not currently a college electrician on staff.*

3.11.16-1 Electrical Receptacle on Floor in Fitness Center

Megan indicated there is an electrical receptacle on the floor that is coming out. A maintenance request has been put in.

STENSLAND

10.16.15-2 Shelves in Bookstore

The shelf in the Bookstore back room closet needs to be affixed to the wall. *Facilities is waiting for bookstore to clear shelves to correct issue.*

TIOGA 1

SHAWNA STEPHENS 3/30/16

3.30.16-1 Print Services Switch Panel

Shawna indicated there is a switch cover missing in the Print Services area.

UMPQUA

BRADY ESCH 3/22/16

3.22.16-1 Electrical Enclosures

In the southeast corner of custodial storage, in the outside wall in the security parking bay, there is a missing electrical cover.

Next safety meeting scheduled for April 14, 2016 at 3:00 pm in Tioga 105
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