



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

Safety Committee Meeting

Chairperson: Carol Richards
Notetaker: Emerald Brunett
Attendees: Carol Richards, Joe Thomas, Mike Herbert, Allison Seeley, Shawn Warren, Joe Belter, Emerald Brunett, Scott Battleson, Mary Koski
Date: August 15, 2018 – Approval of July 18, 2018 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 – Carol Richards

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

The below building inspections were submitted:

- Stensland– Submitted by Cindy Henry 7/19/18 – No recommendations submitted
- Tioga 3rd Floor – Submitted by Meredith Stone 7/16/18 – No recommendations submitted
- Tioga 4th Floor - Submitted by Meredith Stone 7/16/18 – No recommendations submitted
- Family Center – Submitted by Dan Birkovich 7/16/18 – No recommendations submitted
- Prosper – Submitted by Mike Herbert 7/23/18 – No recommendations submitted
- Sumner – Submitted by Allison Seeley 8/13/18
- Student Housing – Submitted by Tom Graham 7/23/18 – No recommendations submitted
- Gold Beach – Submitted by Scott Battleson 8/13/18 – No recommendations submitted
- Brookings– Submitted by Scott Battleson 8/13/18 – No recommendations submitted

Discussion

- The committee brainstormed on questions to include in a safety quiz to be handed out at in-service.
- The committee discussed updating the emergency procedures document due to staff changes.

Discussion items for 8/15/18:

- The committee needs to discuss staff to perform building inspections for PAC and Randolph (once construction is completed).
- Discussion of how to get building inspections done summer term when faculty are absent.
- Discussion of New Employee Safety Orientation.

Accidents and Near Misses

- A child in the Family Center slipped and fell, incurring a fracture of the hand.
- An employee tripped and fell while emptying trash and received scrapes, but required no treatment beyond first aid.

Outstanding Corrective Actions

DINING SERVICES

JENNIFER SEVERSON 12/11/18

12/11/17-1 Hazard Assessment

A hazard assessment for PPE needs to be done of the kitchen. *Update 8/14/18 Jenn indicated she would work on this today.*

EDEN

AUDREY SCHRADER – 6/27/18

6/27/18-1: Electrical Panel Clearance

Aubrey indicated there was not 3 feet of clearance in front of electrical panels. *Update 8/14/18 Carol had posted signage on the door to the panel indicating this was not allowed.*

FIRE SCIENCE**MARY KOSKI/TONY PETERS 6/11/18****6/11/18-1 Fire Tower Stairway**

Megan and Tony indicated that a couple of slip-resistant sheets need to be replaced on the fire tower as they have blown away.

REC CENTER**MEGAN CORRIEA 2/28/18****2/28/18-1 Electrical Enclosures**

Megan indicated that in the fitness center there are a few broken electrical enclosures on the wall.

NEWMARK**AUBREY SCHRADER 5/12/18****5/12/18-1 Material Storage**

Aubrey indicated that there are materials that are stored poorly for safe retrieval. Carol will follow up on this to find out where the materials are poorly stored.

SUMNER**ALLISON SEELEY 8/13/18****8/13/18-1 Fire Extinguisher Gauge**

The fire extinguisher in the hall by the men's restroom has a broken pressure gauge.

Next safety meeting scheduled for August 15, 2018 at 2:00 pm in Tioga 105

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