



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

Southwestern Oregon Community College Safety Committee Meeting

Facilitator: Carol Richards

Notetaker: Carol Richards

Attendees: Emerald Brunett, Carol Richards, Joe Thomas, Mike Herbert, Karen Domine, Allison Seeley, Mike Springer, Shawn Warren, Tony Peters, Joe Belter, Scott Battleson

Date: August 16, 2017 – Approval of July 19, 2017 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 8/9/17 – No recommendations submitted.

New Business

- The committee reviewed the Hazard Inspection checklist used for quarterly building inspections. Mike Herbert asked that the Word version be sent to the committee to revise for their specific areas as many buildings on campus have sections that are not applicable to them and may be removed.

Accidents and Near Misses

- On 7/6/17 an employee was involved in a motor vehicle accident in a SWOCC rental car. There were no injuries.

Outstanding Corrective Actions

DELLWOOD

~~KAREN DOMINE 6/21/17~~

~~6/21/17-1 Phone Cord Trip Hazard~~

~~There is a phone cord that goes across a walkway to Jenny Silva's office that is a trip hazard. Carol will put in a work order for it to be taped down. Completed~~

DINING SERVICES/EMPIRE

JENNIFER SEVERSON 6/22/17

6/22/17-1 Exit Signs

The kitchen needs exit and non-exit signage posted. Carol will order these for them. *Update: Open*

DINING SERVICES/EMPIRE

CAROL RICHARDS 6/21/17

6/21/17-1 Housekeeping

In room 208, the office floor is strewn with items that present a trip hazard.

6/21/17-2 Electrical Panel Clearance

There are several rooms in Empire that have electrical panels and shut off valves, etc. Many of the electrical panels were blocked by items stored in front of them. Carol will contact Jennifer Severson about this. *Update: 8/3/17 Jennifer told Carol she and her staff will address this.*

FAMILY CENTER

DAN BIRSKOVICH 6/22/17

6/22/17-1 Shelf

In room 210, there is a shelf on the south wall that needs to be affixed to the wall.

FIRE TOWER

TONY PETERS

3/1/17-1 Fire Tower Floor

Tony indicated that some non-slip material has been added to the floor of the fire tower, but more should be added as there are some areas that are still slippery when wet. *Update 8/14/17: Still open*

RANDOLPH

JOE BELTER 6/21/17

6/21/17-1 Book Shelf

In R6 there is a bookshelf behind the front desk that needs to be affixed to the wall.

REC CENTER

~~EMERALD BRUNETT 6/21/17~~

~~6/21/17-1 First Aid Kit~~

~~First aid supplies need to be replenished in the Rec Center. Complete~~

STENSLAND

~~CINDY HENRY 6/26/17~~

~~6/21/17-1 First Aid Kit~~

~~First aid supplies need to be replenished on the second floor of Stensland. Complete~~

6/21/17-2 Book Shelf

On the far wall by the delivery door, there is a bookshelf that needs to be affixed to the wall.

TIOGA 4TH FLOOR

MEREDITH STONE 6/22/17

6/22/17-1 Carpet Condition

Meredith indicated that each of the classrooms on the 4th floor have tears in the carpet and tape that is peeling up. In the MLC, the carpet is rippling. *Update: Carol will talk to Emerald about how to deal with the safety portion of this*

Next safety meeting scheduled for August 16, 2017 at 2:00 pm in Tioga 105
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