



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

Southwestern Oregon Community College Safety Committee Meeting

Chairperson: Carol Richards
Notetaker: Carol Richards
Attendees: Emerald Brunett, Carol Richards, Joe Thomas, Mike Herbert, Karen Domine, Allison Seeley, Mike Springer, Shawn Warren, Joe Belter, Scott Battleson
Date: December 13, 2017 – Approval of November 15, 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:

- OCCI – Submitted by Shawn Warren 11/7/17 – no recommendations submitted.
- Brookings – Submitted by Scott Battleson 11/14/17
- Gold Beach – Submitted by Scott Battleson 11/14/17
- Sunset – Submitted by Ida Jo Gates 11/15/17 – no recommendations submitted
- Sumner – Submitted by Allison Seeley 11/30/17 – no recommendations submitted
- Dellwood – Submitted by Karen Domine 12/1/17 – no recommendations submitted
- B2 – Submitted by Rian Henderson 11/16/17 – no recommendations submitted
- Umpqua – Submitted by Joe Wilson 12/5/17
- Sitkum – Submitted by Aubrey Schrader 12/6/17 – no recommendations submitted
- Student Housing – Submitted by Tom Graham 12/1/17 – no recommendations submitted

New Business

- A brief discussion about heaters in Lampa was held. The breakers keep tripping because staff use small portable heaters.
- The committee discussed a chemical exposure incident and how this will be avoided in the future. The employee had a new chemical and no SDS for it. The manager received the new SDS and discussed with the employee the importance of having an SDS and wearing appropriate PPE in the future. This incident resulted in a workers' comp claim.
- The committee discussed a lifting incident in Dining Services and how this will be avoided in the future. Team lifts and carts need to be utilized when loading stock. This incident resulted in a workers' comp claim.
- A needle stick incident was discussed and the method

Accidents and Near Misses

- A repetitive motion injury from computer use is pending.
- An employee entered a restroom that had a "wet floor" sign in front of the door and slipped, landing in their knees and hitting their head.
- An employee was offloading equipment from a truck and suffered a sharp pain in their back. The employee was using a dolly and did not lift anything over 25 pounds.

Outstanding Corrective Actions

BROOKINGS

SCOTT BATTLESON 9/6/17

9/6/17-1: PPE Assessment

A PPE assessment needs to be done of the Brookings facility for the Science lab and Scott Battleson's job. *Update 12.11.17 Carol will work with Scott on this.*

COALEDO

AMY BURGESS 9/22/17

9/22/17-1: Electrical Enclosures

In the back of Room 3 there is no cover on a small wall box. Also in Room 3, in the chemical storage closet, there is some missing drywall exposing an electrical outlet.

DELLWOOD

KAREN DOMINE 9/22/17

9/22/17-1: Shelves over 6 Foot High

In Kyle Hellands' offices, there are shelves that need to be affixed to the wall. *Update 12/12/17: Bookshelf located in front of old wall heater. Heater will need to be disconnected in order to mount. In progress.*

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. *Update 11/7/17 Carol sent an email to the office occupant who stated it will be cleaned up.*

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: 9/18/17 Still being worked on.*

8/24/17-2 Hazard Assessment

A hazard assessment for PPE needs to be done of the kitchen. *Carol will work with Jenn Severson on this.*

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 11/6/17: Still open, added to deferred maintenance list. Update 12/11/17 a meeting has been held to address this; the Fire Tower will be upgraded at some point.*

RANDOLPH

RICHARD DUNGJEN

10/19/17-1: Emergency Telephone Numbers Not Posted

Phone numbers were not posted in R11, R9, R2 and in R2 an evacuation map was missing. *Update 12/11/17: Carol sent these items to Richard to affix in the appropriate areas.*

STENSLAND

CINDY HENRY 11/1/17

11/1/17-1 First Aid Kit

The first aid supplies need to be replenished.

11/1/17-2 Yellow Tape

The yellow tape on the stairs going to the second floor is getting worn and needs to be replaced. *Update 11/8/17: Waiting for yellow tape to arrive. 12/11/17: Installation in progress.*

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 11/8/17: Carol will talk to Emerald about how to deal with the safety portion of this. Update: Per Emerald, 401, 403 and 405 carpeting will be replaced during the holiday break. The others will be scheduled as funding/time is available.*

UMPQUA

JOE WILSON 12/5/17

12/5/17-1 Extension Cord

In Bay 2 there is a green extension cord missing the female end.

12/5/17-2 Missing Cover Plates

In Bay 3 and upstairs in the first room cover plates are missing.

12/5/17-3 Electrical Panel Clearance

In the room behind Bay 1, there is no clearance to the electrical panel.

Next safety meeting scheduled for December 13, 2017 at 2:00 pm in Tioga 105

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.