



Southwestern Oregon Community College Safety Committee Meeting

Facilitator: Emerald Brunett
Notetaker: Carol Richards
Attendees: Emerald Brunett, Carol Richards
Date: December 12, 2015 minutes for February 11, 2016 meeting
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:

- Tioga 5th floor – Submitted by Carol Richards 2/8/16
- Randolph – Submitted by Rocky Lavoie 2/8/16
- Fire Tower – Submitted by Tony Peters 12/18/15
- Recreation Center – Submitted by Megan Corriea 12/11/15
- Family Center – Submitted by Daniel Birkovich 1/14/16
- Prosper – Submitted by Mike Herbert 1/15/16
- Tioga 2nd Floor – Submitted by Jessie Milligan 1/13/16
- Sunset – Submitted by Mike Turner 1/19/16
- Student Housing – Submitted by Tom Graham 1/13/16
- Tioga 3rd Floor – Submitted by Meredith Bulinski 1/21/16
- Tioga 4th Floor – Submitted by Ryan Shreckengost 1/25/16
- Stensland – Submitted by Cindy Henry 1/22/16
- Dellwood – Submitted by Shawn Liggett 1/22/16
- Brookings – Submitted by Nick Hammon 1/25/16
- Gold Beach – Submitted by Nick Hammon 1/26/16
- Sumner – Submitted by Mary Graham 2/3/16

Old Business

- The committee discussed parking along the track. Em will work on marketing before implementing this as a no parking zone. She is also going out to bid for a sidewalk and paving. Joe Thomas mentioned that parking lot 4 may need to have some updated signage. Em and Joe will assess this together.
- ~~Heatsaver First Aid CPR/AED instructor training – Em will contact a trainer to get marketing materials and bring to a manager's meeting. Done~~
- ~~Joe will add Em to safety related Maxient reports. Done~~

New Business

- Discussion of first aid kits being re-stocked by nursing students was held. Em indicated a first aid supply order will be placed before Christmas break.

Accidents and Near Misses

- A Fire Science student was hoisting a charged hose line using a utility rope and strained their neck. Update: *Carol checked with Robbie Kirch who indicated students are well aware of physical hazards they may encounter during program. Classes start out with lots of lecture and then ease into more physical exercise. They do warm ups before all activities.*
- Welding student burned their foot when hot metal melted on his foot while student was sitting while welding. Update: *Carol spoke with Chelsea Clemens who indicated students are not allowed to sit down while performing this work. Student was wearing boots, but the tongue was synthetic and melted. Chelsea addressed/reestablished this safety rule with both of her welding classes and used this as a "teaching moment" to point out the necessity to follow established safety rules. The student had previously been trained on this and disregarded safety rules.*

Outstanding Corrective Actions

BROOKINGS

NICK HAMMON 1/25/16

There were no recommendations submitted as the result of this inspection.

DELLWOOD

SHAWN LIGGETT 10/13/15

10.13.15-1 Shelving

Shawn indicated that shelving in Dellwood 7, 14, 16 and 4 needs to be affixed to the wall. – *Em indicated she will have this completed by her staff.*

SHAWN LIGGETT 1/22/16

10.13.15-1 Shelving Update: Shawn indicated that this is still not complete.

EDEN

11.12.15-2 Electrical Issue

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

FAIRVIEW

CHELSEA CLEMENS 2/8/16

There were no recommendations submitted as the result of this inspection.

FAMILY CENTER

DAN BIRSKOVICH 12/2/15

12.2.15-1 Shelving

Shelving in rooms 106, 108, 110 and the observation room all have unsecured shelving.

DAN BIRSKOVICH 1/14/16

Stairwell in loft of room 101

Dan indicated that clearance on the loft staircase in room 101 is less than 6.5 feet. *Carol called Shelley Nasby at SAIF who indicated that if this is just a storage area, a 6.5 clearance is not necessary. She passed this information along to Dan on 2/10/16.*

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.

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.

12.18.15-4 Oily Rag Disposal

Tony and Carol talked about proper disposal of oily rags. Carol asked Shelley Nasby of SAIF if this small amount of oil would be considered hazardous waste and Shelley indicated it would not. Shelley stated that the product's MSDS/SDS and label should be followed for proper disposal practices.

GOLD BEACH

NICK HAMMON 1/26/16

There were no recommendations submitted as the result of this inspection.

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 1/15/16 This is still an issue.*

MIKE HERBERT 1/15/16

There were no recommendations submitted as the result of this inspection other than the update on 12.2.15-1 Stairwell.

RANDOLPH**ROCKY LAVOIE 2/8/15**

There were no recommendations submitted as the result of this inspection.

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*

MEGAN CORRIEA 12/11/15

There were no recommendations submitted as the result of this inspection.

STENSLAND**CINDY HENRY 8/17/15****8.17.15-1 First Aid Kit**

The first aid kit on the 2nd floor needs to be replenished. *Em will talk to Susan Walker about this.*

10.16.15-1 First Aid Kit

The first aid kit is still not replenished. *Completed 1/22/16*

10.16.15-2 Shelves in Bookstore

The shelf in the Bookstore back room closet needs to be affixed to the wall. *Em is working on this.*

CINDY HENRY 1/22/16

There were no new recommendations submitted as the result of this inspection.

STUDENT HOUSING**TOM GRAHAM 1/13/16**

There were no new recommendations submitted as the result of this inspection.

SUMNER**MARY GRAHAM 2/3/16**

There were no new recommendations submitted as the result of this inspection.

SUNSET**MIKE TURNER 1/19/16****1.19.16-1 Exit Sign Room 2**

There is a burned out exit light in Room 2. *Completed.*

TIOGA 2nd FLOOR**JESSIE MILLIGAN 1/13/16**

There were no recommendations submitted as the result of this inspection.

TIOGA 3RD FLOOR

MEREDITH BULINSKI 10/23/15

10.23.15-1 First Aid Kit

The first aid kit on the Transitional Education side needs to be mounted to the wall. *Em will check on this.*

MEREDITH BULINSKI 1/21/16

1.21.16-1 First Aid Kit

The first aid kit on the Transitional Education side still needs to be mounted to the wall. *Update 1/21/16 this has still not been done. A new kit has been ordered and will be mounted upon arrival. 2.10.16*

1.21.16-2 Electrical Enclosures

A plate is missing on an electrical outlet on the wall across from the faculty office hallway. A screw is missing and the plate is leaning against the wall.

TIOGA 4TH FLOOR

RYAN SHRECKENGOST 1/25/16

There were no recommendations submitted as the result of this inspection.

TIOGA 5TH FLOOR

CAROL RICHARDS 2/8/16

2.8.15-1 Housekeeping in HR

Housekeeping has been addressed!

2.8.15-2 Chemical Lids

There were 2 chemicals in the custodial area that were missing caps/lids that need to be replaced.

2.8.15-3 East Stairwell Lighting

Between the 3rd and 4th floors in the east stairwell, a fluorescent light needs to be replaced.

UMPQUA

~~BRADY ESCH — 9/23/15~~

~~9.23.15-1 Housekeeping~~

~~Brady indicated that housekeeping in Umpqua is poor in the storage areas of the first and second floors. An aisleway of 22" is supposed to be maintained as Security has to access the restroom and their lockers through this area. *Facilities and Housing are working on this. Completed 12/16/15*~~

Next safety meeting scheduled for February 11, 2016 at 3:00 pm in Tioga 105