



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: February 21, 2018 – Approval of January 17, 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 – 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 1/25/18 – No recommendations submitted
- Stensland – Submitted by Cindy Henry 1/26/18 – No recommendations submitted
- Student Housing – Submitted by Tom Graham 1/25/18 – No recommendations submitted
- Facilities – Submitted by Rob Thompson 2/6/18 – No recommendations submitted

New Business

- Shawn Warren stated that she, Del and Randy Torres did a walk through in OCCI to check for safety issues.
- The committee discussed the break in and theft that occurred in Facilities on 1/15/18.
- The committee discussed the need for additional staff besides Scott Battleson to have CPR/First Aid and AED training. Carol contacted Aleta Mankamyer about scheduling this for Brookings staff.

Accidents and Near Misses

- Campus Security came into contact with an IV drug user. Coos Bay PD responded and confiscated the drugs and syringe.
- A student in Student Housing with a history of seizures was assisted by another student during a seizure.
- An extern in Dining Services was shocked when she came into contact with the prep walk-in refrigerator and the bakery freezer door at the same time. Facilities was contacted immediately and an electrician came and found that the ground wire had come loose in the freezer.

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. Update 1/17/18: Carol sent Scott a Hazard Assessment form for him to complete. Update 2.20.18 Completed.~~

12/12/17-1: Safety Data Sheets Updated

Amy Burgess indicated that the Chemistry SDS book is up to date and that she is working on updating Biology and is almost done. Update 2.20.18: Carol emailed Amy to check the status of this.

DINING SERVICES/EMPIRE

12/11/17-1 Hazard Assessment

A hazard assessment for PPE needs to be done of the kitchen. Carol will work with Jenn Severson on this. Update 1/17/18: Carol sent Jennifer the Hazard Assessment form for her to complete and will be working with Jennifer 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. Update 1/17/18: Ongoing*

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. Complete*

REC CENTER

MEGAN CORRIEA 12/15/17

12/15/17 1 Active Water Leaks

Megan indicated that in the gym, room 121 and room 125 there are active water leaks. Per Emerald, this is not an active water leak.

12/15/17 2: Walking Surfaces

Megan indicated that in the lobby the floor tile is cracked and there is an exposed crack in the foundation. Per Em this does not present a trip hazard. This is a maintenance issue, not a safety hazard.

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 February 21, 2017 at 2:00 pm in Tioga 105

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