



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: January 17, 2018 – Approval of December 13, 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:

- Empire – Submitted by Jennifer Severson 12/11/17
- Dining Services - Submitted by Jennifer Severson 12/11/17 – No recommendations submitted
- Coaledo – Submitted by Amy Burgess 12/12/17
- Rec Center – Submitted by Megan Corriea 12/15/17
- Eden – Submitted by James Fritz 1/11/18 – No recommendations submitted
- PAC – Submitted by Richard Dungjen 12/19/17 – No recommendations submitted

New Business

- The committee needs to discuss AED and First Aid/CPR training for Gold Beach and Brookings.

Accidents and Near Misses

- A Family Center staff member stepped down from the playhouse and rolled their ankle and fell to their knees. No medical treatment was necessary.
- A staff member collapsed in the Brookings parking lot and subsequently passed away. Scott Battleson and Carol discussed AEDs and CPR training. Scott inquired about immediately acquiring new AED pads and the need for more than one staff member (other than himself) to be first aid/CPR trained in Brookings. Emerald sent pads the same day Scott requested them. Carol also talked to Karim Shumaker in Gold Beach and Karim indicated she is not currently CPR certified.

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.*

COALEDO

AMY BURGESS 12/12/17

12/12/17-1: Safety Shower Testing

Amy indicated that while the eyewash is tested weekly, the shower creates a mess when testing. She indicated this would be done before winter term began. Carol worked with Amy on how to direct the water to the drain hole without it going all over the lab. *Complete*

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

Amy indicated that the Chemistry SDS book is up to date and that she is working on updating Biology and is almost done.

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. Update: Per Emerald Brunett, this is not feasible because of the placement in front of the heater and is not an OR OSHA requirement, so it is being dropped.*

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. Update: 1/17/18 Complete*

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. Update 1/17/18: Complete*

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.*

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.

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.

STENSLAND

CINDY HENRY 11/1/17

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. Update 1/2/18: The tape was not coming up, but was just dirty. It has been cleaned.*

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 January 17, 2017 at 2:00 pm in Tioga 105