



Southwestern Oregon Community College Safety Committee Meeting

SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

Facilitator: Carol Richards
Notetaker: Carol Richards
Attendees: Jeff Whitey, Carol Richards, Mary Graham, Mike Herbert, Tony Peters
Date: June 9, 2016
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.

- No Inspections were received during the month of June/July.

Old Business

- Fall In-Service - The committee decided that since Campus Security will be conducting an active shooter training of some sort at the fall in service, the committee will provide handouts to staff. The committee agreed that the below items should be available in written form to staff:
 - Updated building monitor list to inform staff on who to contact about building issues
 - Updated Safety Committee member list with contact information
 - Emergency Evacuation “waterfall” document updated
 - Safe Colleges information
 - Incident Reporting
 - Work order submission
 - Emergency Phone numbers
 - First aid kit/AED locations
 - Emergency Management Team membership information
 - RAVE sign up (by having Joe Thomas have staff sign up at beginning of Active Shooter Presentation)

New Business

- The committee discussed the possibility of having a 4 hour MASSC/Classified in service held this summer.
- A new building inspector needs to be assigned to Eden with the retirement of Mary Graham.

Accidents and Near Misses

- A Dining Services employee was lifting a trash bag into the dumpster and felt a pop in his knee. No claim resulted.

Outstanding Corrective Actions

DINING SERVICES

JENNIFER SEVERSON 3/10/16

3.10.16-1 Deep Fryer

Jennifer indicated the deep fryer is a safety hazard and needs to be replaced.

3.10.16-2 Ramp

Jennifer indicated the ramp outside is unsafe. Facilities is working on this. *Update 7/11/16: Still open.*

FAMILY CENTER

DAN BIRSKOVICH 5/17/16

5.17.16-1 Wall Shelf/Cabinet

A cabinet and wall shelf need to be affixed to the wall in room 106. *Update 7/11/16: Unable to ascertain if completed.*

FIRE TOWER

TONY PETERS 12/18/15

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. *Update: Carol sent Tony an email with the form as she couldn't find record of having previously done this. Update 7/11/16: Still open.*

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. Will be contracting out for completion as there is not currently a college electrician on staff.*

3.11.16-1 Electrical Receptacle on Floor in Fitness Center

Megan indicated there is an electrical receptacle on the floor that is coming out. A maintenance request has been put in.

STENSLAND

Shawna Stephens 10/16/15

10.16.15-2 Shelves in Bookstore

The shelf in the Bookstore back room closet needs to be affixed to the wall. *Facilities is waiting for bookstore to clear shelves to correct issue. Update 7/11/16: Complete*

Cindy Henry 4/26/16

4.26.16-1 First Aid Kits

The first aid kit needs to be restocked. *Update: Carol passed this along to Jade Stalcup and Mary Graham who will ask the nursing students to complete. Complete*

SUMNER

Mary Graham 4/13/16

4.13.16-1 Electrical Panel Clearance

In the janitor/electrical room, a ladder, fluorescent bulbs and garbage can are in front of the panels. *Update: On 6/8/16, Mary Graham indicated the housekeeping was worse than in April.*

TIOGA 3

MEREDITH BULINSKI 4/14/16

4/14/16-1 Non Slip Stair strips

Meredith indicated that some of the non-slip stair strips are worn out throughout Tioga.

TIOGA 5

CAROL RICHARDS 5/16/16

5/16/16-1 Secondary Container Labeling

The labels on spray bottles do not comply with new GHS standards. *Update 7/11/16: Still open.*

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