



SOUTHWESTERN  
AN OREGON COMMUNITY COLLEGE

## Safety Committee Meeting

**Chairperson:** Carol Richards  
**Notetaker:** Emerald Brunett  
**Attendees:** Carol Richards, Joe Thomas, Mike Herbert, Allison Seeley, Shawn Warren, Joe Belter  
**Date:** July 18, 2018 – Approval of June 20, 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 – Carol Richards

*Quarterly reminders, track non-submission, perform as backup inspectors and investigate possible concerns and issues.*

The below building inspections were submitted:

- Family Center– Submitted by Daniel Birkovich 6/28/18 - No recommendations submitted
- Eden – Submitted by Aubrey Schrader 6/27/18

### New Business

- The committee discussed hazards that will arise from the Health & Science building construction. The group agreed that a map of how to get to the Rec Center and Prosper (especially handicap access) should be available for patrons a few weeks before barricades, etc., are put up and construction begins.

### Accidents and Near Misses

- A temp employee had a box cutter fall on their foot while offloading supplies. No injury was sustained.
- A child in Family Center was working with another child with a stapler and stapled their nail bed. The child was taken to a doctor.

### Outstanding Corrective Actions

#### DINING SERVICES

**JENNIFER SEVERSON 12/11/18**

**12/11/17-1 Hazard Assessment**

A hazard assessment for PPE needs to be done of the kitchen. *Update 7/16/18 Carol sent Jenn a reminder email to complete this.*

#### EDEN

**AUDREY SCHRADER – 6/27/18**

**6/27/18-1: Electrical Panel Clearance**

Aubrey indicated there was not 3 feet of clearance in front of electrical panels.

#### FIRE SCIENCE

**MARY KOSKI/TONY PETERS 6/11/18**

**6/11/18-1 Fire Tower Stairway**

Megan and Tony indicated that a couple of slip-resistant sheets need to be replaced on the fire tower as they have blown away.

#### REC CENTER

**MEGAN CORRIEA 2/28/18**

**2/28/18-1 Electrical Enclosures**

Megan indicated that in the fitness center there are a few broken electrical enclosures on the wall.

#### NEWMARK

**AUBREY SCHRADER 5/12/18**

**5/12/18-1 Material Storage**

Aubrey indicated that there are materials that are stored poorly for safe retrieval. Carol will follow up on this to find out where the materials are poorly stored.

Next safety meeting scheduled for July 18, 2018 at 2:00 pm in Tioga 105