



**SOUTHWESTERN**  
AN OREGON COMMUNITY COLLEGE

## Southwestern Oregon Community College Safety Committee Meeting

**Facilitator:** Carol Richards

**Notetaker:** Carol Richards

**Attendees:** Emerald Brunett, Carol Richards, Joe Thomas, Mike Herbert, Karen Domine, Allison Seeley, Mike Springer, Shawn Warren, Tony Peters, Joe Belter, Scott Battleson

**Date:** July 19, 2017 – Approval of June 21, 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:

- B2 – Submitted by Norman Moore 7/14/17 – No recommendations submitted.
- B3 – Submitted by Aubrey Schrader 7/15/17 – No recommendations submitted.
- B3 – Submitted by Rob Thompson 6/27/17 – No recommendations submitted.
- Brookings – Submitted by Scott Battleson on 6/22/17 - No recommendations submitted.
- Carpenter Shop – Submitted by Rob Liggett 6/27/17 – No recommendations submitted.
- Coaledo – Submitted by Joe Wilson 7/17/17 – No recommendations submitted.
- Dellwood – Submitted by Karen Domine 6/21/17
- Eden – Submitted by James Fritz 7/13/17 – No recommendations submitted.
- Empire – Submitted by Carol Richards on 6/21/17
- Empire/Din Svc – Submitted by Jennifer Severson 6/22/17
- Family Center – Submitted by Dan Birkovich 6/22/17
- Fire Science – Submitted by Aubrey Schrader 7/13/17
- Gold Beach – Submitted by Scott Battleson 6/21/17 – No recommendations submitted.
- Lampa – Submitted by Shawn Warren 6/21/17 – No recommendations submitted.
- OCCI – Submitted by Shawn Warren 6/26/17 – No recommendations submitted.
- Prosper – Submitted by Mike Herbert 6/22/17 – No recommendations submitted.
- Randolph – Submitted by Joe Belter 6/21/17
- Rec Center – Submitted by Emerald Brunett on 6/21/17
- Sitkum – Submitted by Joe Wilson 7/13/17 – No recommendations submitted.
- Stensland – Submitted by Cindy Henry on 6/26/17
- Student Housing – Submitted by Tom Graham 6/28/17 – No recommendations submitted
- Tioga 1<sup>st</sup> Floor – Submitted by Mike Cole 6/26/17 – No recommendations submitted.
- Tioga 2<sup>nd</sup> Floor – Submitted by Suzan Villers 6/26/17 – No recommendations submitted.
- Tioga 3<sup>rd</sup> Floor – Submitted by Meredith Stone on 6/22/17 – No recommendations submitted.
- Tioga 4<sup>th</sup> Floor – Submitted by Meredith Stone on 6/22/17
- Tioga 5<sup>th</sup> Floor – Submitted by Carol Richards 6/22/17 – No recommendations submitted.
- Umpqua – Submitted by Norman Moore 7/12/17 – No recommendations submitted.

#### New Business

- The committee voted for Carol Richards to be the new chairperson.
- The committee split up and performed hazard inspections on five buildings.

#### Accidents and Near Misses

- An employee in Dellwood fell when attempting to sit on a stool. No medical attention was necessary.

## Outstanding Corrective Actions

### DELLWOOD

KAREN DOMINE 6/21/17

#### 6/21/17-1 Phone Cord Trip Hazard

There is a phone cord that goes across a walkway to Jenny Silva's office that is a trip hazard. Carol will put in a work order for it to be taped down.

### DINING SERVICES/EMPIRE

JENNIFER SEVERSON 6/22/17

#### 6/22/17-1 Exit Signs

The kitchen needs exit and non-exit signage posted. Carol will order these for them.

#### 6/22/17-2 Hand Rail

The deck in back of the building has a step that needs a handrail installed.

### 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.

#### 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.

### FAMILY CENTER

DAN BIRSKOVICH 6/22/17

#### 6/22/17-1 Shelf

In room 2110, there is a shelf on the south wall that needs to be affixed to the wall.

### FIRE SCIENCE

AUBREY SCHRADER 7/13/17

#### 7/13/17-1 Electrical Panel Clearance

~~There is gear on the floor in the office blocking access to the electrical panel. Carol will send Julie Ryan and Tony Peters an email about 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 5/17/17: Still open*

### RANDOLPH

JOE BELTER 6/21/17

#### 6/21/17-1 Book Shelf

In R6 there is a bookshelf behind the front desk that needs to be affixed to the wall.

#### 6/21/17-2 Fire Extinguisher

R3 would like an additional fire extinguisher.

### REC CENTER

EMERALD BRUNETT 6/21/17

#### 6/21/17-1 First Aid Kit

First aid supplies need to be replenished in the Rec Center. Emerald will follow up on this.

### STENSLAND

CINDY HENRY 6/26/17

#### 6/21/17-1 First Aid Kit

First aid supplies need to be replenished on the second floor of Stensland. Emerald will follow up on this.

**6/21/17-2 Book Shelf**

On the far wall by the delivery door, there is a bookshelf that needs to be affixed to the wall.

**TIOGA 4<sup>TH</sup> FLOOR**

**MEREDITH STONE 6/22/17**

**6/22/17-1 Carpet Condition**

Meredith indicated that each of the classrooms on the 4<sup>th</sup> floor have tears in the carpet and tape that is peeling up. In the MLC, the carpet is rippling. *Update: Carol will talk to Emerald about how to deal with the safety portion of this*

Next safety meeting scheduled for July 19, 2017 at 2:00 pm in Tioga 105  
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