



## Southwestern Oregon Community College Safety Committee Meeting

**SOUTHWESTERN**  
AN OREGON COMMUNITY COLLEGE

**Facilitator:** Carol Richards  
**Notetaker:** Carol Richards  
**Attendees:** Carol Richards, Mary Graham, Mike Herbert, Jeff Whitey, Tony Peters, Joe Thomas  
**Date:** June 9, 2016 – May 19, 2016 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:

- Family Center – Submitted by Dan Birkovich 5/17/16.
- Student Housing – Submitted by Tom Graham 5/19/16. There were no new recommendations submitted.
- Dining Services – Submitted by Shannon Poynter 5/25/16. There were no new recommendations submitted.

#### Old Business

- The committee agreed to discuss procedures for handling seizures on campus after all members have completed the Safe Colleges seizure module. *Update: The committee discussed an incident that occurred in Bob Fields' classroom and Joe indicated that Campus Security should be called in case assistance was needed.*
- The committee discussed a nursing student from OHSU who was interested in working with OCCI/Dining services in triaging cuts/kitchen wounds so staff would know when to send students to the ER and when simple first aid would be sufficient. *Update: The OHSU student did a presentation out in Student Housing on this.*

#### New Business

- Fall In-Service - The committee needs to decide what will be done as far as presentations and/or handouts. The group also discussed having a MASSC and Classified in-service during summer. *Update: Classified is looking for a full day of in-service this summer. A potential target date is 9/1/16. Classified union membership is going to survey Classified members for in-service subjects they would desire.*
- The committee discussed having bullet points for seizure response sent out to campus. *Update: Carol sent out a general-announce email and had seizure information included in the spring Southwebster.*
- The committee discussed where the "line in the sand" for activities would be to necessitate requiring a Hold Harmless for specific activities. This was discussed in conjunction with the ASG carnival to be held.

#### Accidents and Near Misses

- A welding student was getting scrap metal out of a pile of metal and backed into a piece of metal, cutting their leg.
- A SWOCC van was reported by a citizen to be driving approximately 90 mph and weaving in and out of traffic. *Update: Carol called and was unable to reach the witness.*
- A student was injured diving for a volleyball in a PE class. An ambulance was called as the student complained of neck pain/numbness.
- A Forestry student was injured on a BLM work project when the soil beneath them gave way. The student's wrist was broken.

### Outstanding Corrective Actions

#### **B3**

**WAYNE CHANDLER 3/11/16**

#### **3.11.15 Emergency Phone Numbers**

Emergency phone numbers need to be posted in B3. *Update: Carol sent Kim Richards a list to print and have Wayne post.*

#### **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.

### **3.10.16-3 Kevlar Glove**

Jennifer indicated she will purchase a Kevlar glove to be used when cleaning the meat slicer.

## **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.

## **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.*

## **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.*

**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.*

## **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.

Next safety meeting scheduled for July 14, 2016 at 3:00 pm in Tioga 105

*Southwestern Oregon Community College is an equal opportunity employer and educator.*