



Southwestern Oregon Community College Safety Committee Meeting

Facilitator: Emerald Brunett
Notetaker: Carol Richards
Attendees: Emerald Brunett, Carol Richards, Tony Peters, Joe Thomas, Jeff Whitey, Mary Graham
Date: February 11, 2016 for March 17, 2016 meeting
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:

- OCCI – Submitted by Shawn Warren on 1/28/16 – No recommendations submitted

Old Business

No old business was discussed.

New Business

- Discussion of the Fire Tower was held. The Fire Department signs a waiver when they use the tower for training purposes, and all SWOCC students and staff only work on the ground level until proper safety repairs can be made.
- The committee discussed potential new membership including staff from Athletics, Dining Services, OCCI, Family Center, Recreation Center, Welding, Dellwood and Stensland.
- It was decided that at the next meeting in March, members will perform hazard inspections of buildings that need to be inspected.

Accidents and Near Misses

- A staff member tripped and fell in the stairwell of Tioga.
- A welding student stepped on a piece of metal which they claimed went into their foot.
- An OCCI intern was taking out trash and slipped/fell on a step by the loading dock.
- A vendor ran into the facilities shop and lifted the roof doing extensive damage.
- A vendor bumped into OCCI and did a tiny amount of damage by the loading dock.

Outstanding Corrective Actions

DELLWOOD

~~SHAWN LIGGETT 10/13/15~~

~~10.13.15-1 Shelving~~

~~Shawn indicated that shelving in Dellwood 7, 14, 16 and 4 needs to be affixed to the wall. – Done.~~

~~SHAWN LIGGETT 1/22/16~~

~~10.13.15-1 Shelving Update: Shawn indicated that this is still not complete. Done.~~

EDEN

~~11.12.15-2 Electrical Issue~~

~~James indicated that a permanent electrical service is needed at the waxtable/radio/bandsaw area of Eden 5.~~

FAMILY CENTER

~~DAN BIRSKOVICH 12/2/15~~

~~12.2.15-1 Shelving~~

~~Shelving in rooms 106, 108, 110 and the observation room all have unsecured shelving. Done.~~

FIRE TOWER

TONY PETERS 12/18/15

12.18.15-1 Hand Rails on Fire Tower

The Fire Tower has no hand rails on the stairs. The committee will discuss this at the 2/11/16 meeting. *All fire tower repairs discussed and a plan has been in place with Facilities for safety repairs. The Fire Department signs a waiver when they use the tower for training purposes, and all SWOCC students and staff only work on the ground level until proper safety repairs can be made.*

12.18.15-2 Load Capacity

The Fire Tower has no load capacity rating. The committee will discuss this at the 2/11/16 meeting.

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.

12.18.15-4 Oily Rag Disposal

Tony and Carol talked about proper disposal of oily rags. Carol asked Shelley Nasby of SAIF if this small amount of oil would be considered hazardous waste and Shelley indicated it would not. Shelley stated that the product's MSDS/SDS and label should be followed for proper disposal practices. *Update: Carol purchased a small fireproof can for Tony to dispose of flammable rags.*

PROSPER

MIKE HERBERT 12/2/15

12.2.15-1 Stairwell Water

Mike indicated that the stairway up to Prosper has drainage water on it, but that Emerald is working on a plan for this. *Update: Facilities will be correcting when weather clears.*

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.*

STENSLAND

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.*

TIOGA 3RD FLOOR

MEREDITH BULINSKI 10/23/15

10.23.15-1 First Aid Kit

The first aid kit on the Transitional Education side needs to be mounted to the wall. *Done.*

MEREDITH BULINSKI 1/21/16

1.21.16-1 First Aid Kit

The first aid kit on the Transitional Education side still needs to be mounted to the wall. *Update 1/21/16 this has still not been done. A new kit has been ordered and will be mounted upon arrival. 2.10.16 Done.*

1.21.16-2 Electrical Enclosures

A plate is missing on an electrical outlet on the wall across from the faculty office hallway. A screw is missing and the plate is leaning against the wall. *Done.*

TIOGA 5TH FLOOR

CAROL RICHARDS 2/8/16

2.8.15-2 Chemical Lids

There were 2 chemicals in the custodial area that were missing caps/lids that need to be replaced. *Done.*

2.8.15-3 East Stairwell Lighting

Between the 3rd and 4th floors in the east stairwell, a fluorescent light needs to be replaced. *Done.*