



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

Safety Committee Meeting Minutes/Agenda

Chairperson: Kyle Croy

Notetaker: Nicki Clubb

Attendees: Joe Belter, Kyle Croy, ~~Mike Herbert~~, Shawn Warren, ~~Mike Wolf~~, Chelsea Clemens, ~~Paul Vermeer~~, Rob Aton, ~~Mary Koski~~, Kristin Davis, Nicki Clubb

Date: May 16th, 2023

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.

OLD BUSINESS

- The minutes of the October 19th, 2022 meeting were unanimously approved with a minor change of adding Kristin Davis as an attendee.

NEW BUSINESS/AGENDA

AGENDA

- Approval of October 19th, 2022 minutes
- Safety Inspection Checklist

DISCUSSION

- The committee discussed the idea of rotating the responsibility of conducting inspections each quarter. It was proposed that the inspection list would alternate between the person assigned to a specific building one quarter and a member of the EVS staff the following quarter, ensuring a fresh perspective each time.
- Additionally, it was agreed that the group would collectively visit a different building each month and discuss any findings. In the upcoming month, we will meet for the first 30 minutes and then spend the remaining 30 minutes walking around a building together.
 - The plan for next month is to begin our inspection in the Empire building.
- The group discussed finding a new building inspector for Stensland. Kristin suggested Tyson as a suitable candidate since he works in that building and has good knowledge of its operations. Kyle also proposed Maddie as an alternative, and the idea of alternating between them for each inspection was raised.
- Due to Mary Koski's retirement, we need to assign someone to inspect the Tioga building. Nicki Clubb will take on the role of inspector for that building.
- The committee reviewed the current Safety Inspection Checklist and eliminated redundant and unnecessary items.
 - It was decided that all sections starting from "Personal Protective Equipment" should be tailored to each specific site. Kyle will update the checklist to include a header instructing users to complete those sections only if necessary for their particular department.
 - Nicki will contact Brown & Brown to inquire whether our students are expected to adhere to the same workplace safety rules as the employees.
- Rob will speak with Patty about arranging Fire Extinguisher and AED training during the Fall in-service.
- Kristin is currently in the process of updating the evacuation maps. She also mentioned the existence of maps that feature the locations of all AEDs on campus, which would be beneficial to display in each building.

ACCIDENTS AND NEAR MISSES

- The committee reviewed recent incidents, including accidents and near misses. These incidents involved a community member tripping on the track, which has been addressed and fixed since then. Another community member tripped over a median in one of the parking lots. Additionally, a staff member sustained a small puncture on their right cheek from a nail and received a tetanus shot as a precautionary measure. Furthermore, a nursing practicum student encountered an exposure incident during their hospital practicum, which was promptly handled by the hospital staff.

Next safety meeting is scheduled for June 20, 2023 at 2:00 pm in Dellwood 21.