



## Southwestern Oregon Community College Safety Committee Meeting

**Facilitator:** Emerald Brunett  
**Notetaker:** Carol Richards  
**Attendees:** Emerald Brunett, Carol Richards, Joe Thomas, Mary Graham, Aleta Mankamy, Jeff Whitey  
**Date:** May 19, 2016 - April 14, 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:

- Tioga 3<sup>rd</sup> Floor – Submitted by Meredith Bulinski on 4/14/16
- Tioga 5<sup>th</sup> Floor – Submitted by Carol Richards on 5/16/16
- Sumner – Submitted by Mary Graham 4/13/16
- Dellwood – Submitted by Shawn Liggett 5/16/16 – There were no recommendations submitted.
- Student Housing – Submitted by Tom Graham 4/14/16 – There were no recommendations submitted.
- Stensland – Submitted by Cindy Henry 4/26/16
- OCCI – Submitted by Shawn Warren 4/29/16 – There were no recommendations submitted.
- Fairview – Submitted by Chelsea Clemens 5/4/16 - There were no recommendations submitted.
- Fire Tower – Submitted by Tony Peters 5/16/16 – 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.

#### New Business

- The committee discussed in-service and possible topic to present.
- The committee discussed a nursing student from OHSU who was interested in working with OCCI/Dining services in triaging cuts so staff would know when to send students to the ER and when simple first aid would be sufficient.
- The committee discussed communicable diseases/pandemics and Jeff Whitey indicated that the best thing is to go to the CDC website.

#### Accidents and Near Misses

- An employee was walking up a flight of stairs to a home visit and rolled their ankle. They did not seek medical treatment.
- A student on a geology field trip slipped on rocks and fell breaking two ribs and dislocating her shoulder.
- A student going down the stairs in Eden 1 slipped and fell. They went to the ER.
- An employee was vacuuming and felt a twinge in their low back; it resolved on its own and required no treatment.
- An employee was in a room where the lights had gone off; the employee flipped the switch and was shocked. Facilities had an electrician come out and replace the bad relay that caused this.
- An OCCI student was drying their knife and the blade went through the towel and cut them, requiring stitches in ER. Carol spoke with Nilda Dovale who indicated OCCI staff train students on knife safety. Carol sent Nilda a document on knife safety which included washing, drying knives safely and had a chart which could be posted in the kitchens showing knife hazards.

#### Outstanding Corrective Actions

##### **B3**

##### **WAYNE CHANDLER 3/11/16**

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

Emergency phone numbers need to be posted in B3.

## **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.

## **EDEN**

**JAMES FRITZ 11/12/15**

### **11.12.15-2 Electrical Issue**

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

## **FIRE TOWER**

**TONY PETERS 12/18/15**

### **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. *Update 5/17/16: Carol left a message with Shelly Nasby of SAIF to inquire if a load rating capacity is required for this area. Also, the Fire Tower will be updated in June to make it usable for students/staff.*

### **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.

## **LAMPA**

**SAFETY COMMITTEE 3/17/16**

### **3.17.16-1 Shelving Over 6 Foot High**

Shelving in Lampa 1, 13, 10 and 4 all have shelving that needs to be affixed to the wall.

### **3.17.16-2 Chemical Container**

There is one spray can in the custodial area that needs to be capped.

## **PERFORMING ARTS CENTER**

**DALLAS PETENBRINK 3/18/16**

### **3.18.16-1 Lighting**

Exit light out

## **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.

**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.

**TIOGA 1**

**SHAWNA STEPHENS 3/30/16**

**3.30.16-1 Print Services Switch Panel**

Shawna indicated there is a switch cover missing in the Print Services area.

**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.

**UMPQUA**

**BRADY ESCH 3/22/16**

**3.22.16-1 Electrical Enclosures**

In the southeast corner of custodial storage, in the outside wall in the security parking bay, there is a missing electrical cover.

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