



**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:** November 15, 2017 – Approval of September 27, 2017 meeting minutes (October 18, 2017 minutes were hazard identification training and accident investigation)  
**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:

- Prosper – Submitted by Mike Herbert 10/20/17 – No recommendations submitted.
- Fire Science – Submitted by Tony Peters 11/3/17- No recommendations submitted.
- Tioga 2<sup>nd</sup> Floor – Submitted by Suzan Villers on 11/6/17 - No recommendations submitted.
- Fairview – Submitted by Chelsea Clemens on 10/30/17- No recommendations submitted.
- Tioga 1<sup>st</sup> Floor – Submitted by Mike Cole 10/24/17 - No recommendations submitted.
- Randolph – Submitted by Richard Dungjen 10/19/17
- Dellwood – Submitted by Karen Domine on 9/22/16
- OCCI – Submitted by Shawn Warren 9/22/17 – No recommendations submitted.
- Coaledo – Submitted by Amy Burgess 9/22/17
- Family Center – Submitted by Dan Birkovich 9/20/17
- Stensland – Submitted by Cindy Henry 11/1/17
- Facilities – Submitted by Emerald Brunett 11/6/17– No recommendations submitted.
- Lampa – Submitted by Kelly Leavitt 11/6/17 – No recommendations submitted.
- Family Center – Submitted by Dan Birkovich 11/7/17 - No recommendations submitted.
- Tioga 5<sup>th</sup> Floor – Submitted by Carol Richards 11/8/17 - No recommendations submitted.
- Tioga 3<sup>rd</sup> Floor – Submitted by Meredith Stone 11/9/17 - No recommendations submitted.
- Tioga 4<sup>th</sup> Floor – Submitted by Meredith Stone 11/9/17 - No recommendations submitted.

#### New Business

- The committee discussed housekeeping issues in an office on campus and hazard assessments briefly.

#### Accidents and Near Misses

- On 9/23/17 a Student Chef in Dining Services was slicing bread and the knife slipped cutting their finger. No medical beyond first aid was required.

#### Outstanding Corrective Actions

##### **BROOKINGS**

##### **SCOTT BATTLESON 9/6/17**

##### **9/6/17-1: PPE Assessment**

A PPE assessment needs to be done of the Brookings facility for the Science lab and Scott Battleson's job. Carol will work with Scott on this.

## **COALEDO**

**AMY BURGESS 9/22/17**

### **9/22/17-1: Electrical Enclosures**

In the back of Room 3 there is no cover on a small wall box. Also in Room 3, in the chemical storage closet, there is some missing drywall exposing an electrical outlet.

## **DELLWOOD**

**KAREN DOMINE 9/22/17**

### **9/22/17-1: Shelves over 6 Foot High**

In Brenda Rogers' and Kyle Hellands' offices, there are shelves that need to be affixed to the wall.

## **~~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. Update 10/27/17—Completed~~

## **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. Update 11/7/17 Carol sent an email to the office occupant who stated it will be cleaned up.

### **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. Update: 9/18/17 Still being worked on.

### **8/24/17-1 Secure Shelving**

~~There are shelves over six feet high in the kitchen that need to be affixed in the kitchen. Update: this is not possible due to the location of the racks over the grease trap cleanout.~~

### **8/24/17-2 Hazard Assessment**

A hazard assessment for PPE needs to be done of the kitchen. Carol will work with Jenn Severson on this.

## **FAMILY CENTER**

**DAN BIRSKOVICH 6/22/17**

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

~~In room 110, there is a shelf on the south wall that needs to be affixed to the wall. There is another shelf in room 107 that needs this done. Update: Done~~

## **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 11/6/17: Still open

## **RANDOLPH**

**RICHARD DUNGJEN**

### **10/19/17-1: Emergency Telephone Numbers Not Posted**

Phone numbers were not posted in R11, R9, R2 and in R2 an evacuation map was missing. Update: Carol will send these items to Richard to affix in the appropriate areas.

## **STENSLAND**

**CINDY HENRY 11/1/17**

### **11/1/17-1 First Aid Kit**

The first aid supplies need to be replenished.

### **11/1/17-2 Yellow Tape**

The yellow tape on the stairs going to the second floor is getting worn and needs to be replaced. *Update 11/8/17: Waiting for yellow tape to arrive.*

## **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 11/8/17: Carol will talk to Emerald about how to deal with the safety portion of this. Update: Per Emerald, 401, 403 and 405 carpeting will be replaced during the holiday break. The others will be scheduled as funding/time is available.*

## **TIOGA 5<sup>TH</sup> FLOOR**

**CAROL RICHARDS 11/8/17**

### **11/8/17-1 Shelving Over 6 Foot High**

In Patty's office there is one and possibly two shelves that need to be affixed to the wall.

Next safety meeting scheduled for November 15, 2017 at 2:00 pm in Tioga 105