



SOUTHWESTERN  
AN OREGON COMMUNITY COLLEGE

## Safety Committee Meeting

**Chairperson:** Mike Herbert

**Notetaker:** Carol Richards

**Attendees:** Joe Belter, Emerald Brunett, Mike Herbert, Carol Richards, Allison Seeley, Joe Thomas, Shawn Warren, Mike Wolf, Megan Corriea, Jason Cash, Cerise Bender, Chelsea Clemens

**Date:** November 20, 2019– Approval of October 16, 2019 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.

### OLD BUSINESS

- Joe Belter motioned to approve October minutes, Jason seconded this, and the motion passed unanimously.
- The group discussed The Emergency Action Plan and ways to account for all employees after an evacuation.

#### LAMPA

~~AUBREY SCHRADER 8/23/19~~

~~8/23/19-1: Exit Sign~~

~~In the northeast above the double doors, the exit sign bulb needs replacement. Update: Em indicated these are glow in the dark fixtures – Cancelled~~

#### B2

~~RIAN HENDERSON 3/22/19~~

~~3/22/19-1: Hazard Assessment~~

~~Rian indicated that a hazard assessment for required PPE has not been done. Update 11/20/19: Open~~

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

~~CAROL RICHARDS 3/13/19~~

~~3/13/19-1: Stairwells~~

~~The yellow tape on the east and west stairwells needs to be replaced as it is coming loose. Update 11/20/19: Open~~

### NEW BUSINESS/AGENDA

#### AGENDA

- Approval of minutes
- Indoor Air Quality OSHA complaint in Dellwood.

#### HAZARD INSPECTIONS

- Prosper – Submitted by Mike Herbert 10/23/19 – No recommendations were submitted
- Student Housing – Submitted by Tom Graham 10/23/19 – No recommendations were submitted
- Dellwood – Submitted by Julianna Seldon – No recommendations were submitted
- Lampa – Submitted by Gary Wills – No recommendations were submitted
- Sunset – Submitted by Allison Seeley – No recommendations were submitted

#### SUNSET

~~AUBREY SCHRADER 6/10/19~~

~~8/11/19-1 Electrical Panel Clearance~~

~~Aubrey indicated that there was not 3 feet of clearance in front of the electrical panel as required by OSHA.~~

#### FIRE TOWER/FIRE SCIENCE

~~9/25/19-1 First Aid Kit~~

~~Cerise indicated that first aid kit supplies need to be replenished.~~

**TONY PETERS 6/8/19**

**6/8/19-1 Ambulance Plug**

Tony indicated that the ambulance is parked outside and is plugged in using an extension cord. Tony indicated that he does not believe the cord is properly rated and that the end is becoming frayed. *Update: 10/9/19 Cerise Bender indicated on her 9/25/19 inspection that this is still open.*

**SUNSET**

**AUBREY SCHRADER 6/10/19**

**6/10/19-1 Electrical Enclosure**

Aubrey indicated that a cover plate is missing in Room 2 in the upper northwest corner. *Update 10/10/19: Complete*

**SITKUM**

**AUBREY SCHRADER 6/10/19**

**6/10/19-1 Electrical Enclosure**

Aubrey indicated that cover plates are missing in the below areas. *Update 9/10/19: Complete*

— Room 11, back corner

— Room 7, back corner—

**ACCIDENTS AND NEAR MISSES**

- An employee fell while collecting trash and sustained a sprained wrist. No medical treatment was necessary.
- An employee strained their elbow while stocking shelves. A workers' comp claim has been filed.
- A welding student was using a tool holder to tighten his tool cutter and sustained a cut when the wrench slipped. No medical treatment was necessary.
- An employee twisted their ankle and fell on their left knee. No medical treatment was necessary.

Next safety meeting is scheduled for December 4, 2019 at 2:00 pm in Tioga 505

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*