



Southwestern Oregon Community College Safety Committee Meeting

Facilitator: Carol Richards
Notetaker: Carol Richards
Attendees: Emerald Brunett, Carol Richards, Joe Thomas, Mike Herbert, Jeff Whitey
Date: November 23, 2016 – Approval of October 13, 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 2nd Floor – Submitted by Suzan Villers 10/18/16 - *No recommendations were submitted as the result of this inspection.*
- Tioga 5th Floor – Submitted by Carol Richards 11/22/16 - *No recommendations were submitted as the result of this inspection.*

Old Business

- Joe Thomas discussed sending a campus-wide email out on tsunami awareness. Joe indicated he will send an email to campus. *Update: Carol sent a general announce email with links to maps/instructions on 11/23/16.*

New Business

- A guest in OCCI tripped on the tiled edge of the sunken kitchen. Carol discussed this with Jeff Whitey who indicated Patty wants a railing installed. *Facilities is working on fabrication and installation 11/23/16*

Accidents and Near Misses

- A student chef in Dining Services sliced their fingertip with a mandolin.
- A custodian strained their left arm while pulling an exterior door shut in Prosper.

Outstanding Corrective Actions

~~DINING SERVICES~~

~~JENNIFER SEVERSON 3/10/16~~

~~3.10.16-2 Ramp~~

~~Jennifer indicated the ramp outside is unsafe. Facilities is working on this. Update: Removed by Facilities~~

~~DELLWOOD~~

~~KAREN DOMINE~~

~~9.22.16-1 Book Shelves~~

~~In Brenda Roger's office, there are white cupboards that should be affixed to the wall and in Kyle Helland's office, there is a book shelf that needs to be affixed.~~

~~REC CENTER~~

~~MEGAN CORRIEA~~

~~12.10.14-3 Electrical Enclosures~~

~~Megan indicated there were switches, receptacles, etc., that were not supplied with electrical enclosures. 3.11.16 Megan indicated there is an electrical receptacle on the floor that is coming out. A maintenance request has been put in. Update: Completed~~

MEGAN CORRIEA/JOSH WHITE 8/17/16

8/17/16-2 Wall Plates

The wall plates in the fitness center are broken.

8/17/16-3 Ladder

The red ladder near the rock wall needs to be marked "CAUTION-DO NOT USE AROUND ELECTRICAL EQUIPMENT".

STENSLAND

CINDY HENRY

9/16/16-1 First Aid Kit

The first aid kit on the second floor of Stensland needs to be re-stocked. *Supplies provided to Nursing 11/17/2016*

TIOGA 1

MIKE COLE

9/8/16-1 Shelving

There is a black metal bookcase over 6' high in room 103 that needs to be affixed.

TIOGA 5

CAROL RICHARDS

9/21/16-1 Housekeeping

The storage room in Foundation needs to be organized as there are trip hazards. Carol spoke with Kelsey Guenther who indicated this is on her to do list. *Update: Ongoing*

~~Anne Matthews has a cord running across the walkway to her workstation for the printer. She indicated that because of electrical outlet issues, she has to do this periodically when using the printer. This is temporary and therefore not a formal recommendation. Update: unplugged and moved~~

9/21/16-2 Housekeeping

~~In T512, a hutch is being stored that is blocking one of the doors to the conference room. Carol will ask Facilities to move it. Update 11.22.16 Completed~~

Next safety meeting scheduled for December 8, 2016 at 3:00 pm in Tioga 105

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