

Southwestern Oregon Community College Safety Committee Meeting

Facilitator: Carol Richards
Notetaker: Carol Richards
Attendees: Carol Richards, Joe Thomas, Mike Herbert, Jeff Whitey
Date: October 13, 2016 – Approval of September 21, 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:

- Dellwood – Submitted by Karen Domine on 9/22/16
- Lampa – Submitted by Kelly Leavitt on 9/24/16
- Umpqua – Completed by Sarah Zinn on 9/26/16 – No recommendations were submitted as the result of this inspection.
- Facilities - Completed by Sarah Zinn on 9/26/16 - No recommendations were submitted as the result of this inspection.
- B3 - Completed by Sarah Zinn on 9/26/16
- Sumner – Completed by Robbie Kirch on 9/27/16 - No recommendations were submitted as the result of this inspection.
- Family Center – Completed by Dan Birkovich on 9/28/16 - No recommendations were submitted as the result of this inspection.
- Brookings – Completed by Scott Battleson on 9/29/16 - No recommendations were submitted as the result of this inspection.
- Sunset – Completed by Mike Turner on 10/4/16 - No recommendations were submitted as the result of this inspection.
- Gold Beach – Completed by Scott Battleson on 10/4/16

Discussion

- Joe Thomas discussed sending a campus-wide email out on tsunami awareness.
- The committee discussed what ramp Jennifer Severson was referring to in her 3/10/16 hazard inspection

Accidents and Near Misses

- A guest tripped and fell on the tiled edge of the sunken floor to the kitchen in the OCCI lobby. Lynn Whitley mentioned that Shawn Hanlin had indicated Patty might want a railing installed.
- A custodian had just put floor stripper on the floor and walked across it slipping and falling.
- A small oven fire occurred in Dining Services when a pizza stone with too much cornmeal on it caught fire. A fire extinguisher was used to put it out.

Outstanding Corrective Actions

B3

WAYNE CHANDLER 3/11/16

3.11.15 Emergency Phone Numbers

Emergency phone numbers need to be posted in B3. *Update: Carol sent Kim Richards a list to print and have Wayne post. Completed*

DINING SERVICES

JENNIFER SEVERSON 3/10/16

3.10.16-2 Ramp

Jennifer indicated the ramp outside is unsafe. Facilities is working on this.

DELLWOOD

KAREN DOMINE 9/22/16

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.

FAMILY CENTER

DAN BIRSKOVICH 5/17/16

5.17.16-1 Wall Shelf/Cabinet

A cabinet and wall shelf need to be affixed to the wall in room 106. Done

FIRE TOWER

TONY PETERS 12/18/15

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. Update: Done!

GOLD BEACH

SCOTT BATTLESON 10/4/16

10.4.16-1 Shelving

There is a shelf in the restroom that needs to be affixed to the wall. Update: Done 10.13.16

PROSPER

MIKE HERBERT 8/22/16

8/22/16-1 Fan Guard

Mike indicated there is a fan in Prosper that does not have a full guard on it. Carol left him a voice mail asking him to clarify this. Update: This was reported in error.

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. 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: Currently being worked on by Kyle Electric

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

9/16/16-1 First Aid Kit

The first aid kit on the second floor of Stensland needs to be re-stocked.

TIOGA 1

MIKE COLE 9/8/16

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 5/16/16

5/16/16-1 Secondary Container Labeling

~~The labels on spray bottles do not comply with new GHS standards. Update: Companies are just starting to provide labels. Update: Facilities is not creating secondary containers; their products have the original labeling from the manufacturer.~~

CAROL RICHARDS 9/21/16

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.

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.

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.

Next safety meeting scheduled for November 10, 2016 at 3:00 pm in Tioga 105

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