



Safety Committee Meeting Minutes/Agenda

Chairperson: Kyle Croy (Not present) Kristin Davis subbed in
Notetaker: Kristin Davis
Attendees: Joe Belter, Rob Aton, Kristin Davis, Rob Thompson & Jeremy Schroeder
Date: May 21, 2024
Curry County: 541-469-5017

OLD BUSINESS

The minutes of the February 20, 2024 meeting were unanimously approved.

NEW BUSINESS

DISCUSSION

- Kristin started the meeting with the discussion of a co-chair needed in case of chairpersons absence or leave of the college. Asked the room if anyone wanted to nominate themselves or any person on the team they feel fits best.
 - Rob Aton volunteered to be co-chair and is now the co-chair of our safety committee.
- Kristin brought Rob Thompson to the meeting to help with note taking and Rob T. brought a couple of important discussions of safety concerns.
 - Rob T. stated two elevators, Empire Hall and Prosper Hall, emergency call buttons are not working and haven't been for a while which is a big concern with fines if found not working. Rob stated Prosper Hall doesn't even have a telephone line and for Empire Hall he could not remember the issue as to why.
 - Kristin will discuss this concern with Kyle and get a plan started to get this resolved and will update the team in the July meeting.
 - Kristin stated she feels that having someone from the maintenance team should be on the team due to the topics Rob T. brought to our attention.
 - The team agreed and Kristin will discuss and get approval from Kyle when back in the office. Kristin requested Rob T. and Jeremy Schroeder to be on the team and was approved by team and chairperson.
- Kristin discussed when having to take over inspecting several buildings due to short staffing unable to do the inspections she noticed all the fire extinguishers had not been inspected monthly at all this year which is required.
 - Presented the idea of nominating a person from each building to check and initial the fire extinguishers monthly and if we cannot get a person from each building then we will assign people from our team to do so.
 - Rob Aton and Kristin Davis will work together to do so and will update the team for July meeting.
 - Kristin brought up to Rob A. that sunset is missing an evacuation map when she inspected the building. Rob A. said he will get that put in there. Kristin will check for update in the July meeting.
 - Rob T. asked if we do the same for the first aid kits. Kristin said it is currently done annually by groundskeeper Stephen Ackers. Rob T. suggested that whoever we choose to inspect the fire extinguishers should do the first aid kits.
 - Kristin said she will discuss with Kyle and update the team in the July meeting on the decision of the person in charge of the first aid kit annual inspections.

- Kristin brought up two other important inspections that have brought to facilities attention. Kristin informed the team Patrick Horath just recently inspected the ladders, which is required annually. And facilities worked with groundskeeping to update the SDS books with their current herbicides along with custodial SDS books to which facilities will have custodial check all the closets on campus this summer to reduce the amount of chemicals used or not on the list for the SDS books.
- Kyle asked if Kristin can get an update from Rob A. about the new emergency contact sheets from Anne Matthews
 - Rob A. stated he is discussing and working on it with Anne Matthews. Kyle will ask again in the July meeting.
- Rob A. announced a planned fire evacuation for June 3rd, 2024. Stated the main siren will not be used but just the Rave Alert and SOCC Safe will be set off.
- Rob informed the team that he has a project planned for the summer to add EAP (Emergency Action Plan) books to every classroom and main areas/hallways of office buildings.
- Joe Belter suggested we discuss adding new members to the safety committee team due to Kristin's nominations and Shawn Warren retiring this month.
- Kristin announced to the team June's meeting will be skipped for everyone to focus on doing the Spring building inspections.

ACCIDENTS AND NEAR MISSES

- An employee had a mishaps on April 24th, dislocating their shoulder while reaching for a rope.
- An employee sustained a laceration on their finger while working in the kitchen April 30th, had to be taken to the hospital for stitches.
- An employee had a minor fall in the parking lot May 8th, resulting in bruising and swelling, but thank fully, no further medical attention was required.
 - Team asked what was the reason for the fall. Kristin stated there was not one listed by Nicki who gave a list of incident reports to bring to the meeting. Kristin will ask both Nicki and employee if there was any safety concern that caused it and will update the team in the July Meeting.

List of needed updates for July's meeting:

- Fire extinguisher monthly inspection (dedicated persons from team or each building).
- Dedicated person for annual first aid kit inspections.
- Update on plan for fixing the emergency call buttons in Empire and Prosper Halls elevators.
- New emergency contact sheet from Anne and Rob A.
- Discuss adding new members to the safety committee team.
- Ask Rob A. how the fire evacuation drill went. Maybe ask team if they had any concerns or suggestions of improvements.

Next safety meeting is scheduled for July 16th, 2024 at 2:00 pm in Dellwood 21.