



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

Safety Committee Meeting

Chairperson: Carol Richards
Notetaker: Emerald Brunett
Attendees: Carol Richards, Joe Thomas, Mike Herbert, Allison Seeley, Shawn Warren, Joe Belter, Emerald Brunett, Scott Battleson, Mary Koski
Date: September 19, 2018 – Approval of August 15, 2018 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 – Carol Richards

Quarterly reminders, track non-submission, perform as backup inspectors and investigate possible concerns and issues.

The below building inspections were submitted:

- Empire – Submitted by Jennifer Severson 8/6/18 – No recommendations submitted
- Facilities – Submitted by Jose Munoz 8/21/18 – No recommendations submitted
- Tioga 5th Floor – Submitted by Carol Richards 8/23/18 – No recommendations submitted
- OCCI – Submitted by Shawn Warren 8/16/18 – No recommendations submitted
- Tioga 1st Floor – Submitted by Mike Cole 9/10/18 – No recommendations submitted
- Tioga 2nd Floor – Submitted by Suzan Villers 9/13/18 – No recommendations submitted

Discussion

- The committee discussed the Safety/Administrative Procedures Checklist that all new employees are supposed to complete and how to facilitate more new staff completing this. The group decided that at new employee onboarding, HR should give a hard copy of this to new staff and direct them to complete this document.

Discussion items for 9/19/18:

- Chemicals used for cleaning wrestling mats.

Accidents and Near Misses

- A practicum student smashed their finger in a door. No treatment beyond first aid was required.
- A community member tripped and fell on steps going to PAC Center
- An employee was weed whacking and hit a yellow jacket nest receiving two stings. No treatment beyond first aid was required.

Outstanding Corrective Actions

~~DINING SERVICES~~

~~JENNIFER SEVERSON 12/11/18~~

~~12/11/17-1 Hazard Assessment~~

~~A hazard assessment for PPE needs to be done of the kitchen. Complete.~~

~~EDEN~~

~~AUDREY SCHRADER – 6/27/18~~

~~6/27/18-1: Electrical Panel Clearance~~

~~Aubrey indicated there was not 3 feet of clearance in front of electrical panels. Update 8/14/18 Carol had posted signage on the door to the panel indicating this was not allowed. Complete.~~

FIRE SCIENCE

MARY KOSKI/TONY PETERS 6/11/18

6/11/18-1 Fire Tower Stairway

Megan and Tony indicated that a couple of slip-resistant sheets need to be replaced on the fire tower as they have blown away.

REC CENTER

MEGAN CORRIEA 2/28/18

2/28/18-1 Electrical Enclosures

Megan indicated that in the fitness center there are a few broken electrical enclosures on the wall.

NEWMARK

AUBREY SCHRADER 5/12/18

5/12/18-1 Material Storage

Aubrey indicated that there are materials that are stored poorly for safe retrieval. Carol will follow up on this to find out where the materials are poorly stored. ~~Update: Aubrey could not remember where in Newmark this was. This recommendation is withdrawn.~~

SUMNER

ALLISON SEELEY 8/13/18

8/13/18-1 Fire Extinguisher Gauge

The fire extinguisher in the hall by the men's restroom has a broken pressure gauge.

Next safety meeting scheduled for September 19, 2018 at 2:00 pm in Tioga 105

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