

Southwestern Oregon Community College Safety Committee Meeting

Facilitator: Carol Richards
Notetaker: Carol Richards
Attendees: Carol Richards, Emerald Brunett, Joe Thomas
Date: September 21, 2016 – Approval of August 18, 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 5 – Submitted by Carol Richards on 9/21/16
- Tioga 3 – Submitted by Meredith Bulinski 8/18/16
- Rec Center – Submitted by Megan Corriea/Josh White 8/17/16
- Prosper – Submitted by Mike Herbert 8/22/16
- Fire Tower – Submitted by Tony Peters 9/1/16
- Tioga 1– Submitted by Mike Cole 9/8/16
- Student Housing – Submitted by Tom Graham 9/8/16
- Dining Services – Submitted by Jennifer Severson 9/8/16
- Fairview – Submitted by Chelsea Clemens 9/8/16
- OCCI – Submitted by Shawn Warren 9/14/16
- Stensland – Submitted by Cindy Henry 9/16/16

New Business

- The committee discussed possibly asking Kyle Croy to serve on the committee.
- Carol put together a pamphlet for in service that had various safety information in it (safety members, RAVE, First Aid Kits/AEDs, Safe Colleges, Incident Reporting, Building Inspections).
- Discussion was held about a digital x-ray machine being installed in B2 for the dental program. Carol called OSHA to see what requirements there were for x-rays. The OSHA consultant indicated that all x-ray equipment must go through the Radiation Inspection Services and that these trump OSHA requirements. Carol forwarded this information to Cody/Dan Matthews who indicated the machine is being registered and inspected per requirements.

Accidents and Near Misses

- There were no accidents or near misses!

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.*

DINING SERVICES

JENNIFER SEVERSON 3/10/16

3.10.16-1 Deep Fryer

Jennifer indicated the deep fryer is a safety hazard and needs to be replaced. *Update, this has been installed.*

3.10.16-2 Ramp

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

DINING SERVICES

JENNIFER SEVERSON 9/8/16

There were no recommendations submitted as the result of this inspection.

FAIRVIEW

CHELSEA CLEMENS 9/8/16

There were no recommendations submitted as the result of this inspection.

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.

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: Carol will contact Tony in September to remind him of this.*

Update 9/21/16: Carol sent Tony a reminder email.

TONY PETERS 9/1/16

There were no recommendations submitted as the result of this inspection.

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.

OCCI

SHAWN WARREN 9/6/16

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.

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

8/17/16-1 Water Leak

There are water leaks in the ceiling of the hallway near the front desk and rooms 121 and 125.

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.

STUDENT HOUSING**TOM GRAHAM 8/16/16****8/16/16-1 Shelving**

There is one shelf in the Housing Office that needs to be affixed.

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 3**MEREDITH BULINSKI 4/14/16****4/14/16-1 Non Slip Stair strips**

Meredith indicated that some of the non-slip stair strips are worn out throughout Tioga. Work order has been submitted.

MEREDITH BULINSKI 8/18/16**9/21/16-1 Electrical Issue**

There is an electrical issue with overloading the breakers.

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.

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 September 22, 2016 at 3:00 pm in Tioga 105

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