



**SOUTHWESTERN**  
AN OREGON COMMUNITY COLLEGE

## Southwestern Oregon Community College Safety Committee Meeting

**Facilitator:** Carol Richards

**Notetaker:** Carol Richards

**Attendees:** Emerald Brunett, Carol Richards, ~~Joe Thomas, Mike Herbert, Karen Domine~~, Allison Seeley, ~~Mike Springer~~, Shawn Warren, ~~Tony Peters~~, Joe Belter, Scott Battleson

**Date:** September 27, 2017 – Approval of August 16, 2017 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:

- Prosper – Submitted by Mike Herbert 8/9/17 – No recommendations submitted.
- Stensland – Submitted by Cindy Henry 8/16/17 – No recommendations submitted.
- Student Housing – Submitted by Tom Graham 8/17/17 - No recommendations submitted.
- Dining Services – Submitted by Jennifer Severson 8/24/17 – No new recommendations submitted.
- Empire – Submitted by Jennifer Severson 8/24/17 – No new recommendations submitted.
- Tioga 1<sup>st</sup> Floor – Submitted by Mike Cole 8/23/17 - No new recommendations submitted.
- Tioga 2<sup>nd</sup> Floor – Submitted by Suzan Villers 8/28/17 - No new recommendations submitted.
- Gold Beach – Submitted by Scott Battleson 9/6/17 - No new recommendations submitted.
- Brookings – Submitted by Scott Battleson 9/6/17
- Tioga 3<sup>rd</sup> Floor – Submitted by Meredith Stone 9/7/17 – No new recommendations submitted.
- Tioga 4<sup>th</sup> Floor – Submitted by Meredith Stone 9/7/17 - No new recommendations submitted.
- Sumner – Submitted by Allison Seeley 9/11/17 - No new recommendations submitted.
- Fairview – Submitted by Chelsea Clemens 9/11/17 - No new recommendations submitted.
- Sunset – Submitted by Ida Jo Gates 9/13/17 - No new recommendations submitted.
- Rec Center – Submitted by Megan Corriea 9/15/17 - No new recommendations submitted.
- Tioga 5<sup>th</sup> Floor – Submitted by Carol Richards 9/19/17 - No new recommendations submitted.

#### New Business

- The committee agreed to have Shelly Nasby from SAIF attend the 10/18/17 meeting to conduct accident investigation and hazard identification training.
- The committee discussed ideas for handouts at the 9/18/17 in service.

#### Accidents and Near Misses

- On 8/3/17 an employee in the Family Center was squatting with a child talking when the child jumped up and bumped the employee on their chin. No medical treatment was necessary.

### Outstanding Corrective Actions

#### **BROOKINGS**

##### **SCOTT BATTLESON 9/6/17**

##### **9/6/17-1: PPE Assessment**

A PPE assessment needs to be done of the Brookings facility for the Science lab and Scott Battleson's job. *Carol will work with Scott on this.*

#### **DINING SERVICES/EMPIRE**

##### **JENNIFER SEVERSON 6/22/17**

##### **6/22/17-1 Exit Signs**

The kitchen needs exit and non-exit signage posted. Carol will order these for them. *Update 9/18/17: Open*

## **DINING SERVICES/EMPIRE**

**CAROL RICHARDS 6/21/17**

### **6/21/17-1 Housekeeping**

In room 208, the office floor is strewn with items that present a trip hazard. *Update 9/18/17: Open*

### **6/21/17-2 Electrical Panel Clearance**

There are several rooms in Empire that have electrical panels and shut off valves, etc. Many of the electrical panels were blocked by items stored in front of them. Carol will contact Jennifer Severson about this. *Update: 9/18/17 Still being worked on.*

### **8/24/17-1 Secure Shelving**

There are shelves over six feet high in the kitchen that need to be affixed in the kitchen.

### **8/24/17-2 Hazard Assessment**

A hazard assessment for PPE needs to be done of the kitchen. *Carol will work with Jenn Severson on this.*

## **FAMILY CENTER**

**DAN BIRSKOVICH 6/22/17**

### **6/22/17-1 Shelf**

In room 210, there is a shelf on the south wall that needs to be affixed to the wall.

## **FIRE TOWER**

**TONY PETERS**

### **3/1/17-1 Fire Tower Floor**

Tony indicated that some non-slip material has been added to the floor of the fire tower, but more should be added as there are some areas that are still slippery when wet. *Update 8/14/17: Still open*

## **TIOGA 4<sup>TH</sup> FLOOR**

**MEREDITH STONE 6/22/17**

### **6/22/17-1 Carpet Condition**

Meredith indicated that each of the classrooms on the 4<sup>th</sup> floor have tears in the carpet and tape that is peeling up. In the MLC, the carpet is rippling. *Update: Carol will talk to Emerald about how to deal with the safety portion of this. Update: Per Emerald*

Next safety meeting scheduled for September 27, 2017 at 2:00 pm in Tioga 105  
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