Campus Safety Committee | MINUTES

Meeting date | time 1/12/2018 1:30 PM

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Type of meeting | Information Sharing / Discussion | | Facilitator | Lloyd Helm | | Note taker | Laura Smith | |  |  | |  |  | | |  | | --- | | Attendees: Lloyd Helm, Bob Cochran, James Logan, Kelly Montgomery, Kelly White, Michelle Baker, Jay Leuck, Laura Smith, Matt Harper (G2) | |

## AGENDA ITEMS

**Old business**

**Safety Inspections**

Reports from the Safety Committee’s internal building inspections from last April where reviewed- All three groups turned in inspection reports (spring/summer 2017)

**Fire Marshal Inspections**

Lloyd presented the Clackamas County Fire Marshall’s annual fire inspection report. There were five deficiencies noted, all which have been resolved:

* Clairmont - Repair/replace, emergency exit lights and trim vegetation at small exit doors
* Randall Hall - repair/replace opening of tunnels
* Randall Hall – removal and cleaning of paint from fire sprinkler head(s)
* Niemeyer – exit door out of lobby was nonfunctional
* Niemeyer –access to electrical room was blocked with wood items. , Jennifer Jett work with staff for the removal of the clutter to provide access to the electrical room

**Review of College Injury Reports**

17 minor injury incidents were reported over 2017; mostly no major injuries

**New business**

**G2 Consultants – Site Hazard Assessment**

The college contracted with G2 Consultants to provide a Site Hazard inspection and report as well as a chemical hygiene report. Matt Harper presented the findings from his December 8th site visit. (note: the Chemical Hygiene Plan work will begin in a couple of weeks)

Areas of focus and recommendations:

* **Fire protection**
  + Fire extinguishers – several inspection tags were noted as not being signed off after being inspected.
  + Noted that some facilities did not have fire suppression systems (automotive and manufacturing). These facilities were constructed before such suppression systems were required.
* **Chemicals**
  + A policy and procedure for all labs on labeling of hazardous material needs to be updated.
* **PPE**
  + It was noted that Personal Protection Equipment is available but could be stored in a more orderly manner.
* **Portable ladders**
  + Wooden ladders were noted in Niemeyer. These should be removed or replaced with fiberglass or aluminum ladders.
* **Tools and equipment**
  + Review of the maintenance woodshop noted machine guards were not set at a proper distance from the grinding wheel
  + CNC machine lab review safety needs. It was noted that some students where using equipment with long sleeves and untucked shirts
  + It was noted that some shops did not have proper air nozzles for safety air release and noise reduction.
  + Forklift – missing are the daily inspection sheets, for pre-operational use.
  + Forklift – holes in forks used for shackles and trailer balls, are not an approved modification. This can result in a weakening of the fork.
* **Electrical**
  + A few electrical panels were noted as not having the proper panels (covers)
* **Programs & Training**
  + G2 noted that programs and training were the largest deficiency. Some topics are covered under the Safe College’s program, others need to be addressed. G2 recommended reviewing the programs during safety committee meetings and update as needed

**Meeting schedule**

Next meeting time 2/23/2018 at 1:30 pm to 2:30 pm

**Round table**

Observation of some exterior lights that are out

Some concerns of crosswalk visibility (Dye & DeJardin)

Michelle indicated that the health fair is February 12th

Review upcoming silica laws and storage needs for the ceramic department

Assigning building inspections for text term

James completed a hazardous waste disposal in January 18, 2018

James is working with Clackamas County for recycling of Universal Waste

**Next steps:**

Bob and Lloyd, review risk table from G2 report and prioritize action plan