

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use <u>underline</u> to highlight)
Personnel/HR	Brian Punicoher		<ul style="list-style-type: none"> • Big “Thank You” for being here and volunteering on the committee! • Nick Ellingson will represent Campus Services but not present today. • Welcome Travis Swanson (Student Services). • Kelly Montgomery will be appointing a representative/member from Custodial. 	<u>Discussion</u> Decision Advocacy Information Document
Winter Safety	Brian Punicoher		<ul style="list-style-type: none"> • Winter driving safety video viewed. 	Discussion Decision Advocacy <u>Information</u> Document
Updates	Brian Punicoher		<ul style="list-style-type: none"> • New AEDs. 30 new AED’s were purchased recently and placed at the campuses for a total of 37. We no longer have any gaps in coverage. Will be adding one for DeJardin once the expansion has been completed. • CPR/AED/First Aid training was held at the end of October. Training was through PACE; it was the Medic program and consisted of a 4-hour training session. A big thank you to Chris for the referral. There were 43 employees that completed the complimentary CPR training with campus services and BERT participating. A question was brought up for discussion, should there be tracking of the training for staff/employees as we don’t currently track this? • Hazardous Waste disposal/pickup was completed in July for both OC and Harmony campuses. • Recent annual fire marshal inspection for OC and Harmony campuses by Clackamas Fire District. Minor issues which have been fixed at this time. • Fire extinguisher inspections are not required monthly as long as we have an independent fire inspection quarterly. • Brian has started monthly inspections: AEDs, First Aid kits, emergency eye washes & showers. For all campuses. 	<u>Discussion</u> Decision Advocacy Information Document
Incident/Injury Reports	Brian Punicoher		<ul style="list-style-type: none"> • Review reports since last meeting: <ul style="list-style-type: none"> ○ 11-6 – student. Left knee/ankle, wrestling team during training ○ 11-2 – student. Athlete running gym had chest pain and EMS was called 	<u>Discussion</u> Decision Advocacy Information Document

			<ul style="list-style-type: none"> ○ 10-25 - Student. Art center puncture wound from potter's wheel tool. ○ 10-26 – visitor heart palpitation/ dizziness/shortness of breath – witness called hospital ○ 10-24 - employee. Tripped on sidewalk at OC campus and landed on forehead. Victim didn't lose consciousness and no authorities were called. Accident was due to the wearing of flip-flops ○ 10-22 – student. Strain from picking up 3/8" steel plate, minor strain no authorities called ○ 10-17 – student. Stepped off ramp and twisted an ankle at urban agriculture shed. ○ 10-10 – employee. workers comp incident – Employee was jostled, slipped and bruised shin on a rented lift as the lift went over a curb. ○ 9-28 – student. dropped clippers that were open, small wound no authorities were called, 9-25 – student. Barlow – fell at bottom of stairwell, and walked away without a limp but was sent home ○ 9-25 – employee. panic attack and declined EMT but supervisor gave ride to hospital (proper protocol not followed. (Employees are not to provide transportation) ○ 9-21 – employee. 911 was called but not transported, was having a seizure at community center – EMR arrived and assessed and cleared employee ○ 8-7 – student. ELC, stung by a bee ○ 7-31 – student. Scratched lower leg against twig ○ 7-31 – student. Scratched lower leg against twig ○ 7-13 – Student. Transported by EMR, Student worker at the theater fell and struck head, semi-conscious and dizzy ○ 7-11 – student. Fell on left knee when walking on parking lot ○ 6-19 – employee. EMR not called/transported – Wilsonville, tripped over stump and landed on forearms - popped elbow. ○ Noted by TJ - Student worker. Bone bruise ○ Noted by TJ - Student worker. Stung 9 times by a bee <p>No staff/faculty should transport an injured person because it could lead to a liability issue. Okay for anyone else to transport (except CCC staff).</p> <p>Brian and Chris will be reviewing the existing incident report form and will revise/update. Currently we have three different forms.</p> <p>Request for any input/suggestions/recommendations on new form.</p> <ul style="list-style-type: none"> ● Electronic version needs to be posted. ● Paper versions are stored in cabinets. 	
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Quarterly Building Inspections	Brian Puncocher	<ul style="list-style-type: none"> • OSHA requires <u>all</u> buildings on <u>all</u> 3 campuses inspected quarterly. The inspections are administered by CCC staff/employees and Brian will be working on scheduling buildings for the teams. • There was an inquiry if there are specific forms that need to be used for inspections? Brian indicated that there is no specific form at this time. Brian will look into comprehensive forms. • There was discussion regarding how many individuals should be per team. In the past there was three, and the question was asked about splitting up the smaller teams, or individuals to complete more inspections of the buildings in the same timeframe? • OSHA offers a free consultation for Safety Committee's. Their findings will be held harmless against the college. They have the option to return in 6 months afterward and may inspect. The question was posed to we want to do this next year and the group was in agreement. 	<u>Discussion</u> <u>Decision</u> <u>Advocacy</u> <u>Information</u> <u>Document</u>
Around the Room		<ul style="list-style-type: none"> • There was a request to send the building inspections notice via email/evite well in advance for staff/employees to coordinate and plan. • Timing of next meeting was agreed upon the first Wednesday from 3-4pm. • Jay asked that we add Nick Miller from Automotive to meeting evite list as a stand in for Jay. • Bob – top of Niemeyer has a pigeon problem on the roof. The college is looking at adding netting to prevent the pigeons from rooster there. • Bob – The college recently received a fine from DEQ for non-compliance of Hazardous Waste Disposal. Through a DEQ option, the College was able to direct 80% of the fee for ELC kids camps scholarships. 	<u>Discussion</u> <u>Decision</u> <u>Advocacy</u> <u>Information</u> <u>Document</u>

Action Items			<ul style="list-style-type: none"> • Update incident form. • Jay needs a fire inspection report. • Add a representative from athletics. • Add a representative from Custodial. • Add Nick Miller from Automotive to meeting evite list. • Brian will investigate Safe colleges a reporting system for tracking incident reports. • Brian will look into a comprehensive OSHA Building inspection form. 	
Upcoming Meeting Dates	Start Time	End Time	Location	
First Wednesday of each month	3pm	4pm	Lewelling Building	LW101
Invited				
Brian Puncocher, Lloyd Helm, Kelly White, James Logan, TJ McDonough, Kelly Montgomery, Pete Kandratieff, Aaron Ingersoll, Joan Harrison-Buckley, Jay Leuck, Laura Smith, Jennifer Jett, Michelle Baker, Chris Smith, Andrew Daniek, Craig Anderson, Joyce Gabriel, Cindi Woodard, Jann York, Kyle Robillard, Bob Cochran, Nick Ellingson, Travis Swanson				