

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use underline to highlight)
Personnel/HR	Brian Puncocher		<ul style="list-style-type: none"> <li>Staff introductions</li> <li>Big “Thank You” for being here and volunteering on the committee!</li> <li>Welcome new Committee members:               <ul style="list-style-type: none"> <li>- <b>Nick Ellingson</b> (Campus Services)</li> <li>- <b>Travis Swanson</b> (Student Services)</li> <li>- <b>Dale Forney</b> (Custodial)</li> </ul> </li> </ul>	Discussion Decision Advocacy <u>Information</u> Document
Safety	Brian Puncocher		<ul style="list-style-type: none"> <li>Short safety videos               <ul style="list-style-type: none"> <li>- Topic 1: Winter season walking safety tips</li> <li>- Topic 2: Fire Safety-How to use a fire extinguisher (P.A.S.S.)</li> </ul> </li> </ul>	Discussion Decision Advocacy <u>Information</u> Document
Updates	Brian Puncocher		<ul style="list-style-type: none"> <li>The outside storage shed located by the Art Center has been emptied cleaned and is in the process of being moved. TJ indicated that the door is warped and not closing completely, and will be replaced before Horticulture places the shed.</li> <li>There was an asbestos dome from the art shed, and a 5-gal bucket with asbestos, that was picked up by LOI Environmental &amp; Demolition Services.</li> </ul>	Discussion Decision Advocacy <u>Information</u> Document
Injury/Incident Reports	Brian Puncocher		Review injury reports: <ul style="list-style-type: none"> <li>11/30– A student in the welding shop had a spark land on the eye lid even though he was wearing safety glasses. Did not seek medical attention and no EMS services called.</li> <li>11/21– An employee slipped while moving furniture in the Rainbow storage building and brused ribs and pulled muslces on right side. No EMS was called and employee received doctor note to return to work.</li> <li>11-16 – An employee was removing a table cloth from a table and the legs of the table gave out and the table fell on the employee’s big toe. No EMS was called.</li> <li>11/8– A student fell down the stairs at Mcloughlin Hall and this resulted a cut behind left ear. The student didn’t loose consciousness and declined medical attention and returned to class.</li> </ul> <p>Follow up to previous injury – student used an ambulance at the EMS urging and their insurance will not pay for this. What is our policy on this? The college’s liability dosen’t cover this. There was a discussion about warning students about insurance not covering ambulance rides but the</p>	<u>Discussion</u> Decision Advocacy <u>Information</u> Document

			<p>general consensus was that it is not our place to interfere with the care of an injured person when EMS is on scene.</p> <p>Joan asked if we are having more injuries this summer/fall? Joyce indicated they have in Wilsonville as they have gotten busier.</p> <p>The question was asked that in the past if we've tracked the types and number of injuries annually to use as a comparison and is this something we we want to track again?</p>	
<p><b>Quarterly Building Inspections</b></p>	<p>Brian Puncocher</p>		<p><b>ANNOUNCEMENTS</b></p> <ul style="list-style-type: none"> <li>• Next quarterly building inspection will be in <u>January</u>.</li> <li>• Quarterly inspections will occur January, April, July, and October. OSHA requirement is to inspect all buildings on all 3 campuses.</li> <li>• Discuss teams needed to achieve this. (Handout: past teams)</li> <li>• Handout: (past safety inspection checklist).</li> </ul> <p><b>DISCUSSION</b></p> <ul style="list-style-type: none"> <li>• Joyce indicated that they can complete quarterly inspections in Wilsonville. PGE requires a Journeyman be present in when in the transformer room.</li> <li>• Jann offered to inspect Harmony as she has access to all the buildings.</li> <li>• Consensus was to use employees working at same campus to do inspections.</li> <li>• Brian proposed two employees per team and asked the committee for input.</li> <li>• Kelly agreed that three was not necessary in her experience. However, there is access concerns as not everyone has keys.</li> <li>• Pete indicated that they can coordinate with Campus Safety for access.</li> <li>• Lloyed indicated that maybe we get a set of keys that could be checked out for inspections and would discuss this with Bob Cochran.</li> <li>• Jann asked if they are supposed to notify staff/employees of their inspections and the response was no do not notify.</li> <li>• Joan asked if the inspections should include looking in all offices for safety concerns (i.e. heaters etc). Brian replied that he would look into the OSHA rules regarding this.</li> <li>• Brian let the committee know that there is not an official OSHA form so we will continue to use the inspection forms we have for walk-through inspections.</li> <li>• Brian asked if the forms provided are agreeable for the safety committee. Joan indicated that they are fine and if needed they can make notes on the back. Brian suggested making the area for the comments boxes larger.</li> </ul>	<p><u>Discussion Decision Advocacy Information Document</u></p>

			<ul style="list-style-type: none"> <li>• Kelly suggested that Brian assign teams and the timing for inspections.</li> <li>• Jann asked if Brian would schedule the inspections for the third or fourth week of the month for new terms (Jan/April) as enrollment is very busy during that time.</li> <li>• Brian indicated that this is a walk-through and not an in-depth inspection so the time commitment shouldn't be too long.</li> <li>• If anyone has any specific time constraints please let Brian know.</li> </ul>	
<b>Minutes</b>			<p>Minutes from the last safety meeting will be posted on the website for review. Any comments and/or corrections, please contact Brian Puncocher.</p> <p><a href="http://webappsrv.clackamas.edu/committees/CUDC-SC/">http://webappsrv.clackamas.edu/committees/CUDC-SC/</a></p>	
<b>Present</b>				
<b>Brian Puncocher, Lloyd Helm, Kelly White, TJ McDonough, Kelly Montgomery, Pete Kandratieff, Joan Harrison-Buckley, Laura Smith, Joyce Gabriel, Cindi Woodard, Jann York, Nick Ellingson, Travis Swanson,</b>				
<b>Absent</b>				
<b>Aaron Ingersoll, Jay Leuck, Jennifer Jett, Michelle Baker, Chris Smith, Andrew Daniek, Craig Anderson, Kyle Robillard, Bob Cochran, Tom Sonoff, Dale Forney</b>				
<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>	
<b>First Wednesday of each month</b>	<b>3pm</b>	<b>4pm</b>	<b>Lewelling Building</b>	<b>LW101</b>