



MEETING MINUTES

Meeting Name: Safety Committee
Meeting Date: 1/2/2019 (Monthly)
Time Begin: 3:00 p.m. • **Time End:** 4:00 p.m.
Facilitator: Brian Puncocher

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"> Staff introductions. “Thank You” for being here and volunteering on the committee! Recruit a Committee member from Athletic Dept. 	Discussion Decision Advocacy <u>Information</u> Document
Safety	Brian Puncocher		<ul style="list-style-type: none"> (No safety video at this month’s meeting). 	Discussion Decision Advocacy <u>Information</u> Document
Updates	Brian Puncocher		<ul style="list-style-type: none"> AED sign posted in Randall gym. First Aid kit (Class B) to be installed in ITC115. Protective Eyewear signs to be installed in ITC115. Fire extinguisher signs to be installed for Harmony campus and ITC; additional signs to be posted throughout campuses. AED door window decals to be posted at main building entrances. Continued signage updates of fire extinguishers/AED’s throughout the campuses 	Discussion Decision Advocacy <u>Information</u> Document
Injury/Incident Reports	Brian Puncocher		<ul style="list-style-type: none"> Review injury reports since last month’s meeting (2). 12-12 An employee in the Lewelling Building hurt upper left arm/shoulder when equipment wasn’t stored appropriately. No EMS or other medical was necessary. 12-19 A visitor was at the Community Center who suffered a seizure. EMS was called, visitor was treated on-site and they declined transportation. 	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Quarterly Building Inspections	Brian Puncocher		<ul style="list-style-type: none"> In process of putting together teams of two members to conduct quarterly building inspections later <u>this</u> month (3rd or 4th week). 	<u>Discussion</u> Decision Advocacy Information <u>Document</u>
Minutes			Minutes from the last safety meeting will be posted on the website for review. Any comments and/or corrections, please contact Brian Puncocher. http://webappsrv.clackamas.edu/committees/CUDC-SC/index.aspx?content=meetings#body	

Present

Brian Puncocher, Travis Swanson, Jann York, Laura Smith

Absent

Lloyd Helm, Kelly White, TJ McDonough, Kelly Montgomery, Pete Kandratieff, Aaron Ingersoll, Joan Harrison-Buckley, Jay Leuck, Jennifer Jett, Michelle Baker, Chris Smith, Andrew Daniek, Craig Anderson, Joyce Gabriel, Cindi Woodard, Kyle Robillard, Bob Cochran, Tom Sonoff, Nick Ellingson, Dale Forney

Upcoming Meeting Dates	Start Time	End Time	Location	
First Wednesday of each month	3pm	4pm	Lewelling Building	LW101