

Topic/Item	Presenter	Allotted Time	Minutes	Category (Use <u>underline</u> to highlight)
Personnel/HR	Brian Puncocher		<ul style="list-style-type: none"> Staff introductions. “Thank You” for being here and volunteering on the committee! Welcome new committee member, LIZZ NORRANDER. 	Discussion Decision Advocacy <u>Information</u> Document
Safety	Brian Puncocher		<ul style="list-style-type: none"> Electrical extension cord example. 	Discussion Decision Advocacy <u>Information</u> Document
Updates	Brian Puncocher		<ul style="list-style-type: none"> First Aid kit (Class B) installed in ITC115. Protective Eyewear signs installed on door entrances to ITC115; additional signage inside ITC115 pending. <ul style="list-style-type: none"> Eyewear signage is required in ITC115, in addition to ITC116 (CNC Shop). This is per OSHA regulations. Brian has purchased signage for ITC115 and is ready to install. Signage for ITC116 is still needed. Fire extinguisher signs installed at Harmony campus; ITC pending. Continue posting AED signage at building entrances (OC campus). Continue signage of fire extinguishers (OC and WTC campuses). In process of updating building evacuation plans and emergency safety guides; working with Campus Safety to accomplish. 	Discussion Decision Advocacy <u>Information</u> Document
Injury/Incident Reports	Brian Puncocher		Review injury reports since last month's meeting (4). <ul style="list-style-type: none"> 1-7-19 – An employee fell backward and hit their head on concrete at the Transit Center. Employee refused care indicating they were fine. 1-7-19 – A student experienced a seizure in class, Medics were called/arrived and assessed student. Student was responsive and was picked up by family. 1-28-19 – A student, after running on the track with class, experienced irregular heart beat. After consulting his mother (onsite) AMR was called and student was transported to Hospital. 1-30-19 – Harmony Campus - Elderly Visitor stepped into one of the open ballard access holes (approx. 6" x 6") used for securing a ballard 	<u>Discussion</u> Decision Advocacy <u>Information</u> Document

			<p>into the ground. Vistor injured right hip/leg and was transported to Hospital.</p> <ul style="list-style-type: none"> ○ It was noted that there are a total of 6 access holes at the Harmony campus. It was discussed that it would be a good idea to identify and mark these access holes, whether by painting red or using reflective tape, or by other means. 	
Quarterly Building Safety Inspections	Brian Puncocher		<ul style="list-style-type: none"> • Moved from January to <u>February</u>. In process of putting together teams of two members to conduct inspections this month; temporary master keys will be given out. • Hand out updated Inspection Checklist. Location: I:\Campus Services Shared Folder\Environmental Health and Safety\SAFETY\Safety Committee\z_Quarterly Building Safety Inspections • Suggestion was made when putting together teams of two to inspect, we may want two teams per each of the larger buildings (Barlow, McLoughlin, Randall). Perhaps have one team per floor. 	Discussion Decision Advocacy Information Document
Minutes			<p>Minutes from the last safety meeting will be posted on the website. Any comments and/or corrections, please contact Brian Puncocher.</p> <p>Posted at http://webappsrv.clackamas.edu/committees/CUDC-SC/</p>	
Upcoming Meeting Dates	Start Time	End Time	Location	
First Wednesday of each month	3pm	4pm	Lewelling Building	LW101
Present				
Brian Puncocher, Jay Leuck, Chris Smith, Lizz Norrander, Dale Forney, Lloyd Helm, Cindi Woodard, TJ McDonough, Jann York, Joan Harrison Buckley, Nick Ellingson, Travis Swanson				
Absent				
Kelly White, Kelly Montgomery, Pete Kandratieff, Aaron Ingersoll, Laura Smith, Jennifer Jett, Michelle Baker, Andrew Daniek, Craig Anderson, Joyce Gabriel, Kyle Robillard, Bob Cochran, Tom Sonoff,				