Clackamas Community College

MEETING MINUTES

Meeting Name: Safety Committee
Meeting Date: 3/6/2019 (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		• Staff introductions. • "Thank You" for being here and volunteering on the committee. • We've added 5 new members to the committee since last November.	Discussion Decision Advocacy <u>Information</u> Document
Safety	Brian Puncocher		• Ladder safety video. https://www.youtube.com/watch?v=lqXYDlOSOOs	Discussion Decision Advocacy <u>Information</u> Document

Updates	Brian Puncocher		• Annual hazardous waste report for year 2018 due to DEQ by 4/1/19.
			• Safety signage at all campuses:
			  o Completed installation of additonal fire extinguisher & AED signs at Harmony & Wilsonville.
			  o Fire extinguisher signs at ITC is pending at this time.
			  o Continue posting AED signage at building entrances at the OC campus.
			  o Continue signage of fire extinguishers in all buildings at the OC campus.
				Discussion
				Decision
				Advocacy
				<u>Information</u>
				Document

Injury/Incident Reports	Brian Puncocher		• 2-12 – A student fell while attempting to catch a shuttle bus, injured head/neck. 911 was called and AMR transported student to hospital. • 2-14 – A student attempted to move an item after welding it and injured/burned their hand. 911 was not called/transported. • 2-14 – At the Wilsonville campus an employee was moving tables and the table collapsed on their foot/ankle. 911 was not called/transported. • 2-28 – A student experienced a siesure. 911 was called and the student was transported to hospital. • 3-5 – An employee injured/strained left shoulder/arm when they were working on a door and experienced increasing numbness in left hand/arm. 911 was not called/transported	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Quarterly Building Safety Inspections	Brian Puncocher		• Harmony inspections were completed last week. • Wilsonville inspections have been primarily completed with the exception of the transformer room.	<u>Discussion</u> Decision Advocacy Information

			• Oregon City inspections are in process. (22 buildings total). Please remember that OSHA requires only a "walk-through" type inspection, not an in-depth inspection. Hand out updated Inspection Checklist Location: I:\Campus Services Shared Folder\Environmental Health and Safety\SAFETY\Safety Committee\z_Quarterly Building Safety Inspections	<u>Document</u>
Minutes			Minutes from the last safety meeting will be posted on the website. Any comments and/or corrections, please contact Brian Puncocher. Posted at http://webappsrv.clackamas.edu/committees/CUDC-SC/	
Around the Room			Joan observed a temporary support structure located at Pauling B under the awing and asked about the reason of its placement. Lloyd explained that there was water damage under the awning and to prevent a collapse they have temporarily added the support structure. Campus Services is currently consulting with vendor for repairs.	

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, 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, Tom Sonoff, Nick Ellingson, Travis Swanson, Dale Forney, Lizz Norrander, Nick Miller.

Attandance
Brian Puncocher, Pete Kandratieff, Tatevik Garland, Lizz Norrander, Dale Forney, Nick Miller, Joyce Gabriel, Lloyd Helm, Laura Smith, Jann York, Cindi Woodard, Chris Smith, Kelly White, Joan Harrison-Buckley, Nick Ellingson, Kelly Montgomery