

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 Puncocher		<ul style="list-style-type: none"> <li>• Staff introductions.</li> <li>• “Thank You” for being here and volunteering on the committee.</li> <li>• “Thank You” to Kelly W. and Lizz N., Pete K. and Tatevik for inspecting additional buildings.</li> </ul>	Discussion Decision Advocacy <u>Information</u> Document
Safety	Brian Puncocher		<ul style="list-style-type: none"> <li>• (No safety video at this month’s meeting).</li> </ul>	Discussion Decision Advocacy <u>Information</u> Document
Updates	Brian Puncocher		<ul style="list-style-type: none"> <li>• Signage: Installation of additional fire extinguisher &amp; AED signs at Harmony &amp; Wilsonville – <i>completed</i>.</li> <li>• Signage: Installation of Fire extinguisher signs at ITC - <i>completed</i>.</li> <li>• Signage: Posting AED signage at building entrances - <i>completed</i>.</li> <li>• Signage: Installation of additional eyewear protection at ITC – <i>completed</i>.               <ul style="list-style-type: none"> <li>○ Additional safety glasses are available at Lizz’s office.</li> </ul> </li> <li>• Signage: Installion of fire extinguishers in all buildings (OC campus) – <i>ongoing</i>.</li> <li>• SDS: “MSDSonline” (electronic version) – Inform all staff it exists and how to access it, use it.               <ul style="list-style-type: none"> <li>○ At this time there are two administators to the site that can change add/edit MSDS online.</li> <li>○ Cindy asked if there are Dental MSDS online. Brian indicated that not all of them are at this time. The current hard copies that the Dental program has will have to be added to the online version.</li> </ul> </li> <li>• OSHA and ODA vist on 3/29/19. They reviwed our IPM, pesticide program (Grounds Dept.).</li> <li>• Nick Miller indicated that due to construction B161 dosen’t have wall mounted fire extinguishers/signage, eye wash station and first aid. However the equipment is still onsite and Nick will let Brian know about the alternate placement of the safety items.</li> </ul>	Discussion Decision Advocacy <u>Information</u> Document

Injury/Incident Reports	Brian Puncocher		<ul style="list-style-type: none"> <li>• Review injury reports since last month's meeting - (1). <ul style="list-style-type: none"> <li>○ On 3/8/19 an employee tripped backwards over a boulder and landed on their elbows at the lawn entrance area by Randall Hall. 911 was not called and no transport was required.</li> </ul> </li> </ul>	<u>Discussion Decision Advocacy Information Document</u>
Quarterly Building Safety Inspections	Brian Puncocher		<ul style="list-style-type: none"> <li>• Safety Inspections at Harmony campus has been completed. Some items to note: <ul style="list-style-type: none"> <li>○ Surplus furniture that needs to be removed that was in the hallway near the loading dock.</li> <li>○ HE – SE corner has an exposed electrical cord next to the ambulance. They are currently crossing the sidewalk. A guard for the electrical cord is needed.</li> <li>○ HW – fire protection system on the 2<sup>nd</sup> and 3<sup>rd</sup> floor west side has knobs that are reachable for everyone and there is concern that they can be tampered with. It was noted that there is a specialized tool to be able to turn/access these knobs.</li> </ul> </li> <li>• Safety Inspections at Wilsonville campus has been completed. Only item to note: <ul style="list-style-type: none"> <li>○ Daisy chaining of some cords.</li> </ul> </li> <li>• Safety Inspections at Oregon City campus (22 buildings total) has been completed with the exception of Pauling A-B-C, Streeter Hall, and Streeter Annex. These will be inspected by Nick E. and Andrew D. Primary items to note on inspections: <ul style="list-style-type: none"> <li>○ Daisy chaining of electrical cords</li> <li>○ Heaters that were not auto turn off</li> <li>○ Storage too high next to the ceiling sprinklers</li> <li>○ Radiant heaters need to be checked to see if they auto-shut off as well</li> </ul> </li> <li>• Next round of inspections: <b>May 2019.</b></li> <li>• <b>NO meeting next month (May).</b> Building inspections can substitute.</li> </ul>	<u>Discussion Decision Advocacy Information Document</u>
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: <a href="http://webappsrv.clackamas.edu/committees/CUDC-SC/">http://webappsrv.clackamas.edu/committees/CUDC-SC/</a></p>	
Upcoming Meeting Dates	Start Time	End Time	Location	
First Wednesday of each month	3pm	4pm	Lewelling Building	LW101
<b>Invited</b>				

**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, Lizz Norrander, Dale Forney, Nick Miller, Tatevik Garland, Travis Swanson, Nick Ellingson, Cindi Woodard, Bob Cochran, Laura Smith**