



# MEETING MINUTES

**Meeting Name:** Safety Committee  
**Meeting Date:** 10/8/2019 (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"> <li>• Staff introductions.</li> <li>• New committee member: Mark House (Automotive) – Welcome!</li> <li>• “Thank You” for being here and volunteering on the committee.</li> </ul>	Discussion Decision Advocacy <u>Information</u> Document
Safety	Brian Puncocher		<ul style="list-style-type: none"> <li>• (No safety video today)</li> </ul>	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Updates	Brian Puncocher		<ul style="list-style-type: none"> <li>• Sept 9-13: Conducted fire sprinkler inspections – 3 campuses (by Western States).</li> <li>• Sept 26-27: Conducted annual fire inspections – OC and Harmony (by Clackamas FD). Wilsonville not required per CFD.</li> <li>• The report from the FD reported small items               <ul style="list-style-type: none"> <li>○ OC campus - egress lighting repair in Barlow.</li> <li>○ Harmony – 25’ extension cord that needs to be removed.</li> <li>○ Harmony - microwave for student use as long as it was a surge protector</li> </ul> </li> <li>• Automotive Dept. waste dropped off at Metro last week. Additional waste and used batteries in storage shed in near future.</li> <li>• DeJardin expansion: First aid kits installed in lab areas/classrooms.</li> <li>• Last week: Electrical Failure tabletop exercise (College Safety).               <ul style="list-style-type: none"> <li>○ Will there be any training in the future at Wilsonville or Harmony campuses? This is slated for the future with Campus Safety.</li> </ul> </li> <li>• Upcoming: Need to flush fire hydrants annually at Harmony &amp; Wilsonville (required annually). Completed on OC campus last May.</li> <li>• Upcoming: Pressure washing on Niemeyer roof (by Orkin).</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 meeting on Sept. 4<sup>th</sup>. (11)</li> <li>• 10-7 – employee at Harmony, injury due to flagpole lock detached and injured finger.</li> <li>• 10-4 – employee at OC campus, was attempting to store a table and slipped and injured wrist.</li> <li>• 10-4 – visitor at OC campus / tri-met transit center fell from the curb and need assistance getting back into their wheelchair. No medical</li> </ul>	<u>Discussion</u> Decision Advocacy <u>Information</u> Document

			<p>attention was required. Campus Services will paint a yellow stripe to increase visibility of the curb edge.</p> <ul style="list-style-type: none"> <li>• 9-30 – employee on OC campus experienced chest pains, employee was transported to medical facility</li> <li>• 9-18 – visitor at Wilsonville, slipped and fell down, no medical attention was required.</li> <li>• 9-16 – student at Wilsonville campus, a large white board fell off the wall and hit them on the head. 911 was called but was not transported and student went back to class</li> <li>• 9-12 – employee on OC campus, smashed their finger while opening a room divider.</li> <li>• 9-11 – employee on OC campus was cleaning the Gregory Forum roof when they came across a wasp nest and sustained 17 bee stings. They drove themselves to medical facility.</li> <li>• 9-11 – employee on OC campus was working with the above employee and sustained a bee sting. No medical attention was required.</li> <li>• 9-5 – employee on OC campus twisted knee while getting off a work vehicle, no medical attention required.</li> <li>• 9-5 – a visitor on OC campus injured their wrist/hand that got stuck in a door at Niemeyer, the guest removed their hand scraping fingers/hand</li> </ul>	
<b>Quarterly Building Safety Inspections</b>	Brian Puncocher		<ul style="list-style-type: none"> <li>• August inspections: Completed for Harmony &amp; Wilsonville campus (3 buildings), Oregon City campus (24 buildings).</li> <li>• Next round of building inspections: November.</li> </ul>	<a href="#">Discussion Decision Advocacy Information Document</a>
	Bob Cochran		<ul style="list-style-type: none"> <li>• EHS/Campus Services is preparing a newsletter to be sent out in October to discuss safety items including Integrated Pest management (IPM) and where to find it, who to contact, etc. It was asked if there are any other suggestions for topics on the newsletter. Some suggestions were: <ul style="list-style-type: none"> <li>○ safe colleges</li> <li>○ earthquake awareness month</li> <li>○ building evacuation plan (campus safety currently reports on this)</li> </ul> </li> </ul>	<a href="#">Discussion Decision Advocacy Information Document</a>
<b>Minutes</b>			<p>Minutes from the last safety meeting will be posted on the website. Any comments and/or corrections, please contact Brian Puncocher. Posted at: <a href="http://webappsrv.clackamas.edu/committees/CUDC-SC/">http://webappsrv.clackamas.edu/committees/CUDC-SC/</a></p>	
<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>	

First Wednesday of each month	3pm	4pm	Lewelling Building	LW101
<b>Invited</b>				
<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, Mark House.</b>				
<b>Attandance</b>				
<b>Brian Puncocher, Kelly White, Pete Kandratieff, Laura Smith, Michelle Baker, Joyce Gabriel, Bob Cochran, Travis Swanson, Mark House.</b>				