



# MEETING MINUTES

**Meeting Name:** Safety Committee  
**Meeting Date:** 2/10/2021 (Monthly); via Zoom  
**Time Begin:** 3:00 p.m. • **Time End:** 3:30 p.m.  
**Facilitator:** Brian Puncocher

| Topic/Item              | Presenter | Allotted Time | Key Points<br>Provide 50 words or less on expected outcome  | Category<br>(Use underline to highlight)                                    |
|-------------------------|-----------|---------------|---|---|
| Personnel/HR            | Brian     |               | <ul style="list-style-type: none"> <li>“Thank You” for being here and volunteering on the committee.</li> </ul>   | Discussion<br>Decision<br>Advocacy<br><u>Information</u><br>Document        |
| Safety/Safety Videos    | Brian     |               | <ul style="list-style-type: none"> <li>Safety videos:               <ol style="list-style-type: none"> <li>“How to drive safety in winter” (3:04)</li> <li>“Sleep loss effects – Danger: Sleepy worker at work” (3:17)</li> </ol> </li> <li>My recommendation: Cybersecurity Awareness training (1-hour webinar by CI Security). Sign up when IT sends out notice again.</li> </ul>   | <u>Discussion</u><br>Decision<br>Advocacy<br><u>Information</u><br>Document |
| Updates                 | Brian/Bob |               | <ul style="list-style-type: none"> <li><b>Reminder:</b> Oregon OSHA COVID-19 employee training requirement. <b><u>All employees must complete by February 28, via NEOGOV-Learn.</u></b></li> <li><b>Completed:</b> Wilsonville quarterly safety meeting, 1/21/21.</li> <li><b>Ongoing: COVID-19 signage:</b> Placing signage as needed on campuses as applications are being submitted and approved.</li> <li><b>Ongoing:</b> Monthly inspections of emergency eye washes &amp; showers, AEDs, and first aid kits.</li> <li><b>Upcoming:</b> 2020 Annual Hazardous Substance Inventory Report – due by March 1<sup>st</sup> (through Oregon Office of State Fire Marshal).</li> <li><b>(Bob):</b> Wilsonville campus will be location of COVID-19 vaccination clinic, run by TVF&amp;R; up to 700 people per day, open 9am-6pm.</li> <li><b>Next Safety Committee Meeting:</b> Wednesday March 10<sup>th</sup>, 3-3:30 pm.</li> <li>TVFR asked if CCC could provide space at the Wilsonville campus for becoming a covid-19 vaccine site. TVFR will be using lobby 1<sup>st</sup> floor for vaccinations. City of Wilsonville will provide traffic flow assistance. They will be providing up to 700 vaccinees per day for three days.</li> </ul> | <u>Discussion</u><br>Decision<br>Advocacy<br><u>Information</u><br>Document |
| Injury/Incident Reports | Brian     |               | New injury reports since last meeting on Jan. 13 <sup>th</sup> <ul style="list-style-type: none"> <li>1-19-21, Student smashed their hand moving metal in a welding class. 911 was not called and the student was not transported</li> <li>1-19-21, Harmony student was injured by a needle when it slipped out of their hand. 911 was not called and the student was not transported.</li> </ul>   | Discussion<br>Decision<br>Advocacy<br><u>Information</u><br>Document        |

|   |                   |                 |   |  |
|---|-------------------|-----------------|---|--|
| <b>Quarterly Building Safety Inspections</b>  | Brian             |                 | <ul style="list-style-type: none"> <li>No inspections required at this time. Oregon OSHA not enforcing this requirement during the pandemic. Allowing monthly meeting to substitute for an inspection.</li> </ul>   | Discussion<br>Decision<br>Advocacy<br>Information<br>Document        |
| <b>Questions, comments</b>  | All               |                 | <ul style="list-style-type: none"> <li>No additional comments or questions at this time.</li> </ul>   | <u>Discussion</u><br>Decision<br>Advocacy<br>Information<br>Document |
| <b>Minutes</b>  |                   |                 | 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> |  |
| <b>Upcoming Meeting Dates</b>   | <b>Start Time</b> | <b>End Time</b> | <b>Location</b>   |  |
| <b>Second Wednesday of each month</b>   | <b>3:00 pm</b>    | <b>3:30 pm</b>  | <b>Zoom</b>   |  |
| <b>Invited</b>  |                   |                 |   |  |
| <b>Brian Puncocher, Lloyd Helm, Kelly White, TJ McDonough, Kelly Montgomery, Pete Kandratieff, Tatevik Garland, Joan Harrison-Buckley, Jay Leuck, Jennifer Jett, Laura Smith, Michelle Baker, Andrew Daniek, Craig Anderson, Joyce Gabriel, Cindi Woodard, Jann York, Bob Cochran, Tom Sonoff, Nick Ellingson, Travis Swanson, Nick Miller, Mark House, Vanessa Vu.</b> |                   |                 |   |  |
| <b>Attendance</b>   |                   |                 |   |  |
| <b>Brian Puncocher, Kelly White, Kelly Montgomery, Joan Harrison-Buckley, Jay Leuck, Laura Smith, Joyce Gabriel, Cindi Woodard, Jann York, Bob Cochran, Nick Miller, Vanessa Vu.</b>  |                   |                 |   |  |

**Safety videos:**

- 1) "How to drive safely in winter" (3:04)  
<https://www.youtube.com/watch?v=EAI0fes4OC4&list=PLnSZ2Y0efQ1GcZ44hPXwpui4otVBdqGpZ&index=5&t=20s>
- 2) "Sleep loss effects – Danger: Sleepy worker at work" (3:17)  
<https://www.youtube.com/watch?v=uW8FgS5DpWw&list=PLnSZ2Y0efQ1GcZ44hPXwpui4otVBdqGpZ&index=14&t=84s>