

Oregon Institute of Technology Safety Commission

Minutes for Meeting that Occurred on: March 1st, 2017

Scheduled Time and Location: Diamond Peak, CU, from 2:00 to 3:00 pm

- ❖ The meeting was called to order at 2:03pm
- ❖ Attending: Stuart Sockman, Ed Daniels, Shellie Wilson, Brian Adair, Brandy Hunter, Malea Waldrup, Jessica Barnett, MaryLou Nicholson, Steve Kappler, Erin Foley, Gaylyn Maurer, Sherry Himelwright, Vicki Seger, Trish Hower, Jim Lake, Paul Budden
- ❖ The meeting minutes for the February 1st, 2017 meeting were discussed and approved.

Old Business-

- ❖ **Quarterly Safety Audits** – Sherry Himelwright is in the process of completing the monthly safety audits. The Scappoose and Wilsonville locations will have their safety audits done on Monday March 6th, 2017.
- ❖ Jim Lake and the facilities maintenance department fixed 1 of the basketball pulley systems and the controls are now not accessible by the public. An outside company is going to be called to fix the other basketball hoops in the gym.
- ❖ Stuart Sockman and Sherry Himelwright sent out an email regarding CPR and First Aid classes. The classes were held and filled up quickly. Every term the goal is to have 1 to 2 classes.
- ❖ Stuart Sockman, Leticia Hill, and Ed Daniels are currently working on the incident forms for employees and student employees.

New Business –

- ❖ **Emergency Risk Management** – Stuart Sockman reported that there will be a new Active Shooter Drill on April 11 in Owens which will include Sky Lakes Medical Center, the Police Department, and the Fire Department. He also passed around the new emergency poster for the safety committee to review. Erin Foley made a few changes and stated that she would like to purchase posters for every classroom, and office.
- ❖ **Accident Reports** – Sherry Himelwright reported that there was a motor vehicle accident that included 3 employees, 1 student, and 1 student worker. The DMV needs to have a report filed within 72 hours and it also needs to be reported through our online report procedure.
- ❖ **Safety Work Orders** – James Lake addressed the in process work orders and they reviewed them with the safety committee. He stated that Umpqua Valley Fire is going to give a quote regarding the repairs that need to be

performed on the fire hydrants. There is only one fire hydrant on campus that is currently not working. He will speak at the next safety meeting regarding the actions that are to be done going forward.

- ❖ **Campus Safety** – Ed Daniels spoke about the active shooting event on April 11th. Officer Bowman has the ALICE training, alert, lock down, inform, counter, and evaluate, to be include in the new Active Shooter Trainings on campus.
- ❖ **Wilsonville Safety/Security Issues** – Trish Hower reported that there were not any safety issues to report at this time.
- ❖ **Facilities Safety/Issues**- None at this time

Open Discussion:

- ❖ Erin Foley reported ground squirrels in the softball fields and the hillside East of the College Union. James Lake and Brian Adair to take action.
- ❖ Salem Fire Alarm did the semi-annual inspection and installed dialers in Snell Hall, the Learning Resource Center, Purvine Hall, and in the Student Health Center. CenturyTel is installing the phone lines.
- ❖ May 10th the Safety Break for Oregon Event will be held in the College Union, Mt Mazama Room, from 8 am to 3:15pm. The committee is asking for funding for the BBQ and the t-shirts.

Items For Action (and the person who brought it up):

- ❖ Stuart Sockman is going to work with Student Health to see about sending out a monthly safety email.
 - ❖ Jim Lake is going to work with Chris Cook on creating a plan to minimize the number of ground squirrels on the softball field and the hill on the East side the College Union.
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- **Meeting adjourned at 2:49 pm. The next scheduled meeting is April 5th, 2017 from 2:00pm to 3:00 PM in Diamond Peak.**