Southern Oregon University

Occupational Safety Advisory Committee (OSAC)

Minutes

Meeting Date and Time: 10/30/18 3:00 pm -4:00 pm Chaired by: Michele Barlow

Members in Attendance:

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| **Michele Barlow** | **Russell Deen** | **Jessica Wanderscheid** |
| **Precious Edmonds** | **Melissa Bates** | **Thomas Knapp** |
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Old Business:

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| * DRU Summit was very informative. Provided a lot of good resources for training and contact with other universities. Structure of “teams” for response (protest team, emergency response team, etc) would be something good to initiate on SOU campus. HR will identify those positions who serve on Crisis Management team and will include language in job descriptions to identify those additional roles on CMT. * Clery Act – Working with CPS to identify Clery CSA reporters on campus. HR working to identify those key positions and will add language into job descriptions to identify those additional roles as CSA. * Safety Committee scheduling a walk through of the new SRC on 5/30/18 at 2pm. * ALICE posters being provided campus wide. To be placed inside classrooms etc. * Increased cougar reports on campus. CPS investigating reports as notified along with APD * CPS emergency vs non emergency phone number. Which number to call for non urgent reports. Jessica indicated that 6911 is the proper number to call for non emergency calls. 911 would be the proper number to call for true emergencies. |

New Business:

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| * Safety Committee walk through Student Recreation Center completed. No issues identified. Suggest getting Braille sign for climbing ledge exterior door. * Air Quality Issues – Building air quality issues being addressed. During the fire season Russell Deen conducted daily building air quality checks, identified buildings with higher readings and notice was sent out to employees letting those affected and needing accommodation to contact HR. Upgraded all filtration systems to MERV 13 filters. SOU opened better air quality buildings (SU, Library, Running track at SRC) to the public so that the community could escape the smoke. * Cougar sightings on campus. 10/28/18 received SOU Alert of Cougar sightings near Hannon Library and Susanne Holmes. Campus Public Safety and Ashland PD onsite to address situation and scare away animals. More active at night/early morning. CPS offering escorts if needed. * Power outage 10/12/18 effected campus. A couple students were stuck in an elevator at SRC for 30 min. Emergency phone in elevator worked fine. * Great Shakeout Drill – 10/18/18 at 10:18. Followed immediately by activation of the Crisis Management Team to discuss what would have happened in the event of an actual emergency. * October 9, 2018 – Ruptured gas pipeline near Prince George, Canada, minimally affected operations at SOU. SOU Natural gas fueled boilers were temporarily converted to burn diesel fuel to provide steam for campus wide domestic hot water use and nighttime heating. * SAIF Representative attended the Health Fair on September 26th. Did “Check your Neck” evaluations for cell phone/tablet/laptop users. Provided good insight on the issue of improper neck alignment when using these devices. * Flu shots were offered to all employees on 10/29/18. There were approximately 80 employees who received shots. * Time changes this coming weekend (11/3/18). Russell to remind FMP to adjust timers on the lights on campus and near the parking lots so they come on earlier. |

Incident Reports: Employees

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| * 5/30/18 – Student employee fell down stair while walking. Treatment sought claim filed. * 5/31/18 – Custodian got a spider bite while throwing away trash bags. Treatment sought, claim filed * 5/21/18 – Student employee got her toe smashed while pushing a cart. No treatment sought * 5/28/18 – Employee twisted ankle while walking up stairs, causing her to fall scrapping both knees and her left forearm and right hand. No treatment sought * 6/5/18 – Employee had a child fall into her ribs. Treatment sought, claim filed * 6/6/18 – Employee picked up a child that had fallen, and was exposed to BBP. Claim filed, treatment sought |
| * 6/18/18 – Employee sprained right knee while moving a piece of art work from Science. No treatment sought. * 6/24/18 – Student worker cut finger on a nail while cleaning a cabinet. Treatment sought, claim filed * 7/2/18 – Employee got a puncture wound on right knee while kneeling on a bathtub drain. No treatment sought. * 7/12/18 – Student worker became sick after cleaning carpets. No treatment sought. * 7/24/18 – Employee had a child sit on her lap hard, causing pain to a pre-existing condition. Claim filed, pending acceptance/denial by SAIF. * 7/24/18 – Employee hit head on shower handle while cleaning a shower. Treatment sought, claim filed. * 7/25/18 – Employee strained shoulder while putting a ladder into storage closet. Treatment sought, claim filed. * 8/1/18 – Employee hurt their back while adjusting a cabinet door. No treatment sought. * 8/6/18 – Student tripped while walking to room on break, fell and popped shoulder out of place. Treatment sought, claim filed. * 8/9/18 – Employee treated for issues from smoke outdoors. Claim filed * 8/15/18 – Employee cut finger on sheet metal while cleaning freezer vents. No treatment sought. * 8/16/18 – Employee tripped down stairs while carrying a vacuum, no treatment sought. * 8/20/18- Child sat on employees foot causing it to hyperextend. No treatment sought. * 8/29/18 – Employee received a scrape to left shin while moving mail cubbies. No treatment sought. * 9/17/18 – Employee hurt wrist when a Sisco truck hit a dumpster he was relocating. Treatment sought and claim filed. – FMP painting loading dock bright yellow. * 10/1/18 – Student employee hit head on a door. Treatment sought, claim filed * 10/8/18 – Student hurt back while pushing a rolling cart of chairs. Treatment sought, claim filed. * 10/9/18 – Employee cut left thumb with razor knife while breaking down boxes. Not seeking treatment. * 10/29/18 –Employee hurt elbow carrying linens up stairs. Claim filed, treatment sought. |

Incident Reports: Students

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| * 9/28/18 – Student felt ill, personal – treatment sought. Not an injury |