Southern Oregon University

Occupational Safety Advisory Committee (OSAC)

Minutes

Meeting Date and Time: December 12, 2017, 10 -11

Chaired by: Michele Barlow

Members in Attendance:

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| **Russell Deen** | **Treasa Sprague** | **Thomas Knapp** |
| **Pam D’Allura** | **Keith Beed** | **Doug Walborn** |
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Old Business:

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| * Discussed smoky conditions in Rogue Valley during this past summer. Established guidance for next year. FMP now has 1000 masks on hand available in case we have another bad fire season.
* Discussed Heat Index –Russell will draft a policy and bring a draft to the next safety meeting.
* Heaters turned on in all building due to colder weather.
* HR put out inclement weather policy reminder on 10/18/17. Is in the process of updating the policy due to CBA changes for paid vs unpaid days missed due to inclement weather.
* Discussed space heaters. Not to be purchased without FMP review. DO NOT plug them into extension cords.
* Discussed Fire Awareness week and the various types of fire extinguishers found on campus.
* Discussed hands free law now in effect in Oregon as of 10/1/17.
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New Business:

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| * Great Shake Out earthquake drill on 10/19/17. Employees asked to simulate an earthquake by following Drop/Cover/and Hold on. Notice of simulation sent via SOU alert, with a reminder issued to sign up for SOU Alert in the email announcement of the event. – Alerts not synchronized: Email – I received email at 10:19 to begin, Received email at 10:21 for all clear.

Text Message – Received at 10:20 to Begin, Received text at 10:23 all clear –These came from 226787….. Received text at 11:07 to Begin, Received text at 11:07 also saying clear – These came from 67283. Carrier delay? Why two numbers for Texts? Is one for students and the other for employees?* Upcoming holidays, maybe EHS can put out a reminder about fire safety and frying turkeys and checking Christmas tree light strands for hazards.
* Accident report forms – Student vs Employee/student worker. Share examples of both and where to find them.
* Building Inspections – will conduct safety inspection of Art Buildings within the next week while students are off campus.
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Incident Reports: Employees

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| * 10/6/17 – Employee running cable under a table hit their head on the table while backing out. No treatment sought, no claim filed.
* 10/9/17 – Employee strained back while lifting a box to place it on a shelf. – EE indicated they were going to the doctor, so a claim was opened.
* 10/18/17 – Employee had pain in knee while carrying trash bags down stairs. Incident Only, not seeking treatment, no claim filed.
* 10/24/17 – Employee exerted right arm while mopping. No claim filed, not seeking treatment
* 10/19/17 – Employee got frostbite to right thumb while trying to remove ice from an office mini-fridge freezer, when the unit broke causing Freon/refrigerant to spray onto their thumb. Treatment sought
* 10/24/17 – Employee extended right arm too much while mopping, no claim filed or treatment sought
* 10/31/17 – Student worker cut top of hand on a glass shelf, treatment sought, claim opened
* 11/10/17 – Employee cut right pinkie finger on metal shelf. No treatment sought.
* 11/15/17 – Employee strained back while lifting a box – treatment sought, claim opened
* 12/5/17 – Employee reported cumulative trauma upper back/shoulder – claim opened
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Incident Reports: Students

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| * 10/24/17 – Student injured left shoulder during haunted hall event. No treatment was sought.
* 10/21/17 – Student tripped on carpet over an uncapped air vent hurting her left ankle. No treatment was sought.
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