Southern Oregon University

Occupational Safety Advisory Committee (OSAC)

Minutes

Meeting Date & Time: June 28, 2017 2:00 pm to 3:00 pm

Chaired by: Michele Barlow

Members in Attendance:

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| **Russell Dean** | **Treasa Sprague** | **Thomas Knapp** |
| **Keith Beed** | **Jessica Wanderscheid** | **Pam D’Allura** |
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Old Business:

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| * Occupational Safety Advisory Committee Procedures – Tabled for next meeting. Comments to be made by Safety Committee to Russell Deen. Will review any changes/updates and discuss at June Meeting
* Discussed monthly vs quarterly meetings. Agreed to hold bi-monthly meetings between September and June and no meetings in July/August due to staff off for summer. Meetings will be Sept/Nov/Jan/March/May/ - also possibly last week in June. Majority of Safety Committee needs to attend meetings. Will discuss with those who do not show up regularly.
* Fire Alarm test of all buildings happening in June for the annual requirement. Still in progress. Should be completed by 7/5/17.
* Bees on Campus and Epi-pens. Student Health Center has chemical used in epi-pen that can be given to students if seen there if they don’t have their epi-pens. Employee’s are not to administer epi-pen medication to a student or staff member, but may assist them if necessary. Employees, Contractors or Students having a severe reaction, protocol is to dial 911.
* Bush by Churchill parking lot exit getting tall, needs to be trimmed as it is preventing cars from seeing if any on coming traffic is coming while exiting the parking lot. Completed
* Plug in road near library/Taylor/Science building missing cover. Treasa was going to show Russell to get it replaced. This was fixed.
* Student Event at Emmigrant lake upcoming weekend of June 3rd. Employees attending as staff instructed to wear sunscreen. No employee injuries reported
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New Business:

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| * Occupational Safety Advisory Committee Policy – All comments were received and Russell will make revisions.
* RCC Evacuation – Is there anything learned from that incident that needs to be addressed here in regards to safety? Ensuring everyone signs up for SOU alerts. Make sure everyone is aware of their evacuation points and staging area for emergencies. Crisis Management Team will be looking into some of these topics.
* Heat index App – Russell will put information about this app on the EHS website.
* ROTC – Move-out had some areas that stairways were temporarily blocked. Doors being propped open. Need to address propane storage area.
* Upcoming 4th of July – No fireworks permitted in Ashland. Fireworks show at Stadium, CPS will control street access on Iowa and Lot 41 to prevent access and ensure street closure. Will carry water extinguishers in their cars in case of any fires caused by falling embers from fireworks show, or due to illegal fireworks etc.
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Incident Reports:

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| * 5/23/17 – Employee carrying a case of soda hurt back – Reported on 5/31, did seek treatment and a claim was opened (Conference Assistant)
* 6/1/17 – Employee was moving a box and felt pain to the chest.- Treatment sought (University Housing)
* 6/9/17 – Employee pinched his finger between a piece of equipment and a dolly – No treatment sought (Biology storeroom assistant)
* 6/9/17 – Employee smashed finger working in a tight space installing a large filter unit. – No treatment sought ( FMP Landscape EE)
* 6/12/17 – Employee pulled and pushed by child in daycare, hurting pre-existing rib injury. Treatment was sought (Childcare worker)
* 6/18/17 – Employee aggravated a pre-existing, non-industrial injury by walking up and down stairs and squatting to clean. – No treatment sought (University Housing)
* 6/19/17 – Employee slipped on a plastic office chair mat that had been moved to the hallway while another employee was vacuuming, causing him to land on his left arm and leg. Treatment sought (IT EE)
* 6/21/17 – Employee strained hamstring while reaching across a bed to clean a window. – No treatment sought (University Housing)
* 6/27/17 – Employee tripped while vacuuming and jammed his right thumb into a wall. – Treatment sought (University Housing)
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