Southern Oregon University

Occupational Safety Advisory Committee (OSAC)

Minutes

Meeting Date & Time: October 4, 2017, 1:30-2:00

Chaired by: Michele Barlow

Members in Attendance:

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| **Russell Dean** | **Treasa Sprague** | **Thomas Knapp** |
| **Pam D’Allura** |  |  |
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Old Business:

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| * Occupational Safety Advisory Committee Procedure – All comments were received and procedure was completed. Will be posted in the next few days.
* 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 also be looking into some of these topics.
* Heat index App – Russell 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.
* 4th of July – No Fireworks permitted in Ashland. Fireworks show at Stadium, CPS controlled the street access on IOWA and Lot 41 to prevent access and ensure street closure. Carried water fire extinguishers in their cars in case of any fires caused by falling embers from show. No issues reported.
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New Business:

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| * Smoky conditions during summer break – Guidance for future fire seasons - Temporary Closure or Curtailment of University Services Policy FAD.016. This is for inclement weather and “other emergencies”. FMP now has 1000 masks on hand available for next year in case we have another bad fire season. This year was just a perfect storm with fires surrounding us on all sides.
* Heat Index – Guidance for next year. FMP Landscaping are primarily the only employees working outside. Department will coordinate flex hours, and providing water. Russell will draft a procedure and bring a draft to the next safety committee meeting.
* Colder weather is beginning, heat has been turned on in all the buildings. Reminder to HR to put out inclement weather policy in October/November as a reminder.
* Space Heaters should not be purchased by employees without contacting FMP for review of heaters. Space heaters must not be plugged into extension cords.
* This is Fire Awareness Week. Russell can arrange live fire training for any department wanting to have their employees participate. There are several different types of fire extinguishers on campus, ABC – Dry powder, CO2, Halon and Halon –no residue. All have different uses. Employees are not required to put out fires, but if it’s a small waste basket size they may do so if they feel comfortable. Maybe Russell can put a graph chart on the EHS webpage showing the different types of fire extinguishers. (Sample attached)
* Hands Free law now in effect as of 10/1/17. Drivers can no longer hold a cell phone in their hand. Discussed SOU’s policy on Vehicle Use and Operation, and it’s noted in the policy that “Drivers are expected to observe all applicable speed limits and to operate their vehicles in accordance with all applicable laws and regulations.” Michele will discuss with Director of HR the need for any reminder notifications going out to employees.
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Incident Reports:

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| * 8/1/17- FMP Employee stepped on a screw, puncturing foot – Sought treatment – Claim Opened
* 7/5/17 – Day Care employee twisted her ankle – Sought Treatment – Claim Opened
* 7/19/17 – University Housing EE scratched leg with broken glass in a trash bag – Sought Treatment – Claim opened
* 7/31/17 – FMP Employee cut his thumb while carrying a closet mirror – Sought Treatment – Claim opened
* 7/7/15 – University Housing EE had glass cleaner sprayed into his eye while working near another employee. No treatment sought
* 8/4/17 – Housing employee tripped while walking up wet/muddy steps, and landed on her leg. No treatment sought
* 7/10/17 – University Housing employee hurt left wrist while carrying trash bags. No treatment sought
* 8/15/17 – University Housing employee cut hand on broken glass while cleaning a room. No treatment sought.
* 8/8/17 – University Housing employee got cleanser into eyes while cleaning a bathtub. No treatment sought.
* 9/25/17 – Schneider Children’s center employee felt pain in knee while walking. Treatment sought – Claim Opened
* 9/28/17 – Custodial employee bruised shin from a trash can hitting the leg while moving the trash can. No treatment sought.
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