Southern Oregon University

Occupational Safety Advisory Committee (OSAC)

Minutes

Meeting Date & Time: April 26, 2017 1:00 pm to 1:20 pm

Chaired by: Michele Barlow

Members in Attendance:

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| **Pam D’Allura** |  |  |
| **Michele Barlow** |  |  |
| **Thomas Knapp** |  |  |

Old Business:

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| * New chair – Michele Barlow
* CPS has a new representative Jessica Wanderscheid
* Propane BBQ being stored inside building
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New Business:

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| * Occupational Safety Advisory Committee Policy – Safety Committee reviewed policy sent by Russell Deen, no changes noted during this meeting , other than font formatting under section C, and further clarification about the last 2 bullet points in section C. (IE, is that training, or are those just – **Will** discuss Safety and Health Issues, **Conduct/Review** accident investigations etc) – Table further discussion for next monthly meeting
* Provided review of Worker’s Compensation procedure, forms, and location of procedure and forms on inside SOU to committee members. (Information can be found on HR Webpage under Workers Compensation, and also provides link to Environmental Health and Safety webpage)
* Suggested adding Emergency Response Handbook to new hires – Via accessibility on HR Webpage under New Hire paperwork. Chair will add current available version until a cleaner electronic copy can be located)
* Russell Deen to update EHS webpage – Tab “Injury Reporting” to reflect Updated HR contact information (Also in section under “employee privacy”.
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Incident Reports:

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| * 03/23/17 – Hot water burn to top of a cook’s foot. Occurred while unloading a dishwasher. No claim filed – Incident only
* 3/24/17 – Child yelled into the ear of a day care worker at Schneider’s Children’s Center aggravating a pre-existing condition. No claim filed – Incident Only
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