



AGENDA

CITY OF MOLALLA SAFETY COMMITTEE

April 19, 2022

9:00am

Molalla City Hall

117 N. Molalla Avenue, Molalla, OR 97038

1. **CALL TO ORDER AND ROLL CALL**
2. **CONSENT AGENDA**
 - A. Meeting Minutes – March 15, 2022
3. **OLD BUSINESS**
 - A. Facility Visits – April 1, 2022
 - B. Sharps Container for Public Works
4. **NEW BUSINESS**
 - A. Musculoskeletal Disorders (Oei)
5. **ACCIDENT INVESTIGATION**
 - A. Public Works
6. **ADJOURN**



citycounty insurance services
cisoregon.org

Administrative Facility Inspection Checklist

Location: **CIVIC CENTER**

Inspection Completed By: **Tom B. + Christie T.**

Date: **April 1, 2022**

Building Exterior	YES	NO	N/A
Building address clearly marked	X		
Fire hydrants accessible	X		
Building appears to be in good repair	X		
Building free of vandalism, trash, debris	X		
Exterior walls in good condition	X		
Exterior windows in good condition	X		
Water pipes properly insulated for cold	X		
Chimneys/stacks in good condition			X
Walkways maintained	X		
Parking lots maintained and clearly marked	X		
Combustibles stored away from bldg.	X		
Vegetation cut back from the bldg.		X	
Trash stored away from building, lids are closed, and area is clean	X		
Exterior lights operating properly	X		
Fencing and gates in good condition. ADA access points are accessible.	X		

Fire Doors	YES	NO	N/A
Fire doors are in good working condition			X

General Housekeeping	YES	NO	N/A
Building clean and well maintained	X		
Storage areas neatly arranged	X		
Interior lighting in good working order	X		
Trash emptied daily	X		
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)			X
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)	X		
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes	X		

Heating & Air Conditioning – Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	X		
Mechanical rooms kept locked			X
Mechanical rooms free of storage			X
All vents clear of combustibles	X		
Space heaters have tip-over shutoff protection	X		

Fire and Life Safety	YES	NO	N/A
Proper type extinguishers provided, ABC recommended	X		
Extinguishers are readily accessible and provided every 75'	X		
Extinguishers service and inspected monthly by staff and by contract annually. Keep all extinguisher tags on file for three (3) years for recordkeeping purposes.	X		

hang fire ext - see note

Electrical	YES	NO	N/A
No electrical or shock hazards present	X		
Electrical panels free of obstructions/locked	X		
Wall receptacles and switches have plates	X		
Boxes and panels free of combustibles		X	
Electrical hoses and panels covered	X		
All circuit breakers/fuses marked in panel	X		
Extension cords properly used, no more than one power strip per outlet	X		
GFCI's on receptacles within 6' of water	X		

Fire Alarm/Detection Systems	YES	NO	N/A
Tested annually			
Last test date was: Jan 2022	X		
System free of trouble/alarm signals			
Last test date was:		?	

Automatic Sprinkler Systems	YES	NO	N/A
System tested annually and inspected and certified bi-annually.			
Last test date was:			X
Sprinkler controls free of obstructions			X
18" clearance below sprinkler heads			X

Building Evacuation Features	YES	NO	N/A
Exit doors clearly marked	X		
Travel routes clearly marked		X	
Exit doors in working condition	X		
Exit door accessible & unlocked	X		
Emergency lights are working	X		

Smoking	YES	NO	N/A
No Smoking Labels posted on all entranceways		?	
Ash receptacles located 10' away from doorways		?	

Roof Conditions – Authorized Personnel Only	YES	NO	N/A
Antennas, etc. are secure	X		
Gutters are clean and downspouts operate	X		
No evidence of pooling water	X		
Clear of debris and vegetation	X		
No evidence of reduced snow load capacity	X		

Special Hazards – Building is free from:	YES	NO	N/A
Flammable liquids storage	X		
Metal containers for oil/solvent soaked rags	X		
Compressed gas storage			X
Commercial type cooking	X		
Large computer facility			X
Other hazardous chemicals/operations	X		
Power strips by water fountains	X		
Any "NO" answer that cannot be corrected immediately should be forwarded to a supervisor.			

Please comment on any "SPECIAL HAZARDS" noted during the inspection.

Please explain all "NO" answers:

see typed notes

CIS Walk Thru
City Hall/PD/Civic Center
Friday, April 1, 2022

Tom BeLusko, CIS Representative
Christie Teets, City Recorder

OSHA Safety Concerns

Civic Center Concerns:

- BUILDING EXTERIOR – Vegetation cut back from the building: South side of building near Sr. Planners window, shrubs appear dead. Should be removed to avoid fire hazard
- ELECTRICAL – Boxes and panels free of combustibles: HVAC portion of the workroom should be kept clear of all boxes and storage/floor should be clear
- BUILDING EVACUATION FEATURES – Travel routes are not marked
- SMOKING – Does the Civic Center have No Smoking posted on the door? Is there an ash receptacle?

Other notable items:

- Hang the fire extinguisher on the staff kitchen floor
- Truck 24 Key – Store out of sight of window
- Is there a working camera/dvr system at the Civic Center?



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Date: **4-1-22**

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Fire hydrants accessible	X		
Building appears to be in good repair	X		
Building free of vandalism, trash, debris	X		
Exterior walls in good condition	X		
Exterior windows in good condition	X		
Water pipes properly insulated for cold	X		
Chimneys/stacks in good condition / Antennae x	X		
Walkways maintained	X		
Parking lots maintained and clearly marked	X		
Combustibles stored away from bldg.		X	
Vegetation cut back from the bldg.	X		
Trash stored away from building, lids are closed, and area is clean	X		
Exterior lights operating properly	X		
Fencing and gates in good condition. ADA access points are accessible.	X		

*** employee entrance**

Fire Doors	YES	NO	N/A
Fire doors are in good working condition			X

General Housekeeping	YES	NO	N/A
Building clean and well maintained	X		
Storage areas neatly arranged	X		
Interior lighting in good working order	X		
Trash emptied daily	X		
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)	X		
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)		?	
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes	X		

Heating & Air Conditioning – Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	X		
Mechanical rooms kept locked	X		
Mechanical rooms free of storage	X		
All vents clear of combustibles	X		
Space heaters have tip-over shutoff protection	X		

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***hang fire ext.!**

Electrical	YES	NO	N/A
No electrical or shock hazards present		X	see note
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Wall receptacles and switches have plates	X		
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Extension cords properly used, no more than one power strip per outlet	X		
GFCI's on receptacles within 6' of water	X		

Fire Alarm/Detection Systems	YES	NO	N/A
Tested annually			
Last test date was: Jan 2022	X		
System free of trouble/alarm signals		?	
Last test date was:			

Alarm S/C - see note

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System tested annually and inspected and certified bi-annually.			
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Sprinkler controls free of obstructions			X
18" clearance below sprinkler heads			X

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Other hazardous chemicals/operations			X
Power strips by water fountains	X		
Any "NO" answer that cannot be corrected immediately should be forwarded to a supervisor.			

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Please explain all "NO" answers:

see typed notes

OSHA Safety Concerns

City Hall Concerns:

- BUILDING EXTERIOR - Combustibles stored away from building: NO. There is a wooden cabinet by the recycle bin outside that is a potential fire hazard
- GENERAL HOUSEKEEPING - SDS Sheets at City Hall – Unknown. Need to locate the book
- FIRE AND LIFE SAFETY: All fire extinguishers at City Hall need to be hung
- ELECTRICAL – Shock hazard present, outlet in the foyer near the Muni Court counter
- ELECTRICAL – Panel A, Plug 34, needs to be filled
- ELECTRICAL – Panel B, Section 2, What is the black tape in the panel for? If to keep switches in locked position, then get switch locks
- FIRE AND ALARM SERVICE – Is the alarm system in the closet by Jamie’s desk functioning?
- BUILDING EVACUATION FEATURES – Travel routes are not marked

Other notable items:

- There are two cardboard boxes in the locked breezeway outside of Dan’s office – What are they?
- Surge protectors should be the new version that display a light when on
- The eye wash station needs to be cleared of stored items. A 36x36 area should be maintained for the station. (Clear boxes, printer, etc.)
- Do City Hall employees know where the water main shut-off is? Should be all employees, not just Public Works

Police Department Concerns:

- Sign off on Fire Extinguishers each month, indicating pin is in place