

COLUMBIA BASIN COLLEGE CHARTER FOR THE ENVIRONMENTAL SAFETY & HEALTH COMMITTEE

Purpose:

Columbia Basin College ensures the College's Environmental Safety and Health (ES&H) Committee is created, maintained, and supported by a wide variety of departments, work areas, faculty, staff, and administration. The Washington Administrative Code, Part 296-800-130 includes requirements for the committee's composition and responsibilities. As a large employer, a safety committee is a method for communicating and evaluating safety and health issues in the workplace. The general purpose of CBC's ES&H Committee is to promote and enhance the safety and health of students, staff, and visitors who are present on campus or engaged in college-sanctioned activities or events. The ES&H Committee's focus is primarily on Environmental Safety and Health, as opposed to Emergency Preparedness and Campus Safety performed by the Campus Security & Safety Office, though there are areas of overlap and coordination of efforts.

Membership:

The ES&H Committee (the Committee) shall consist of employee-elected and employer-selected members. The number of employee-elected members must equal or exceed the number of employer-selected members. The term of the employee-elected member shall be one year, however, there is no limit on the number of terms a representative can serve. In the event of an employee-elected member vacancy, if there was no runner up in the election and it causes the employer-selected to exceed the employee elected members, a new member shall be elected. Terms shall be from January to December.

A. Employee-Elected – One year term (Jan-Dec) nominations accepted by Department Deans or Supervisors, elections arranged by ES&H Consultant.

1. Tammy Sanderson, Health Sciences
2. Amy Donovan, Math & Sciences
3. Cheryl Klym, Transitional Studies
4. Cozette Phillips, Arts & Humanities
5. Cara Anderson, Business & Computer Science
6. Eudelio Martinez, Social Sciences & Education
7. Alan Harwood, Career Technical Education Programs
8. Miriam Fierro, Student Services
9. Lendah Siah, Library & Instructional Services
10. Royce Cone, Administrative Services
11. Zana Carver, Faculty Senate Representative
12. Carol Groce, WPEA Selection Representative
13. Ralph Reagan, Administrative/Exempt Representative

B. Employer Designated – Standing Members

1. Michelle Stewart, HR ES&H Consultant
2. Vacant, Assistant Director for Capital Projects
3. Sandya Kesoju, Agriculture Research Director
4. Joshua Krieg, Campus Security Lieutenant
5. Levi Yencopal, Chemistry Stockroom Technician
6. Dana Steichen, Grounds Supervisor
7. Daniel Quock, Residence Life Director
8. Spencer Roland, Assistant Athletic Director

9. Julie Saraceno, Graphics & Printing Supervisor
10. Jesus Mota, Interim Career & Technical Education Dean
11. Jessica Miller, Director for Talent Acquisition & Benefits

C. Specific Responsibilities of Committee:

The Committee shall perform the following functions:

- Assist in in-house safety inspections as requested;
- Evaluate accident investigations to uncover trends;
- Review accident reports determining means of eliminating repeated accidents;
- Receive and evaluate employee suggestions;
- Review recommended safety improvements; and
- Monitor the health and safety programs effectiveness.

Committee members assist, as needed, in conducting inspections of their respective work areas to determine what hazardous conditions and/or practices exist. Inspections shall be conducted according to the following sources:

- Chapter 296-800 WAC and CBC's ES&H Programs & Plans;
- Employee suggestions; and
- Previous accident history of the College.

Inspection recommendations are reviewed and discussed at the next scheduled ES&H Committee meeting. Unresolved problems resulting from an inspection may be forwarded from the ES&H Committee to the respective supervisor of the department, division, etc.

An area supervisor shall follow-up Committee recommendations in one of the following ways:

- Carrying out the recommendations;
- Explaining why no action can be taken; or
- Proposing an alternative.

Committee Procedures:

The Committee has been established in order to assist in the detection and elimination of unsafe conditions and work procedures. The Committee operates under the following:

- Meetings shall be determined by the committee, with a minimum of nine meetings per year. Generally, meetings are held during the academic year on the third Friday of the month at 10:00 am on the Pasco Campus;
- The length of each meeting shall not exceed one hour except when needed;
- The Chairperson and Vice Chairperson shall be elected by the Committee;
- Subcommittees may be formed at the discretion of the committee; and
- Member attendance, subjects discussed, and documentation shall be maintained on file for a period of one year. Copies of the minutes shall be posted on the ES&H webpage.

Training proposed by the ES&H Committee, unless noted otherwise, is coordinated through Human Resources to ensure tracking, completion and award of any certifications. This does not prohibit department

or areas of the college from having trainings specific to the work area (e.g., custodial, grounds, maintenance, etc.). Many of the trainings are available for viewing on the ES&H web page at any time.

D. HR ES&H Consultant Responsibilities:

The consultant serves as a liaison and coordinate meetings, training, and other support for the committee. In addition, the Consultant performs the following:

- Work in support of prevention efforts of work-related injuries and illnesses and manage workers compensation claims filed with the Department of Labor & Industries (L&I) for employer response, oversight and monitoring;
- Assist employees with active workers compensation claims with return to work (i.e., under work restrictions, modified duty, L&I Stay at work program, etc.), as well as with other leave assistance in coordination with other Benefits staff;
- Develop an accident tracking system that also relates to payout of workers compensation and/or other safety related claims;
- Perform ergonomic evaluations of employee workspaces and provide ergonomic training, assistance and communication of tips and information to staff; and
- Remain current of federal and state occupational safety and health laws and regulations, including reporting and recordkeeping requirements, and monitor regulatory changes as they occur.