

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes

March 16, 2018

I. Call to Order

Michelle Stewart called to order the regular meeting of the Environmental Safety and Health Committee at 10:05 a.m. in the SSWL meeting room 117 and introduced Ralph Reagan and Vicki Pace as the committee Chairperson and Vice-Chairperson respectively.

II. Attendance

The following persons were in attendance: Carol Groce, Deirdre Jones, Dana Steichen, Daniel Quock, Jason Ruud, Josh Westermann, Julie Saraceno, Levi Glatt, Michael Goodwin, Mike Reynolds, Michelle Stewart, Ralph Reagan, Sandya Kesoju, Tammy Sanderson, Vicki Place, and Zana Carver. Other attendees: Jessica Miller.

III. Regular Reports

1. Review Safety and Health Inspection Reports
 - (1) See addendum 1, attached rolling report
2. Evaluate Accident Reports and Investigations
 - (1) See addendum 2, attached rolling report
3. Evaluate Workplace Safety Programs
 - (1) Accident Prevention Program (APP) – Vicki Place
 - (a) No recommended changes for draft. Questions on rolling out and implementation for existing employees. Michelle Stewart stated for new employees this will be part of New Employee Orientation and suggested for existing employees we do a workshop during in-service week. Michelle Stewart will send final draft of APP to the rest of the committee for comments after next meeting.

- (2) Bloodborne Pathogen Plan – Tammy Sanderson
 - (a) Requested additional reviewers for Health Science addendum. Zana Carver and Dan Quock volunteered to review.
 - (b) Vicki Place asked if we can ensure that public bathrooms are covered in the Bloodborne Pathogen Plan with additional housekeeping procedures and Personal Protection Equipment stations.
- (3) Control of Hazardous Energy Plan (LOTO) – Michelle Stewart
 - (a) Received feedback from Michael Goodwin. Planning to meet with rest of subcommittee to discuss items of concern in draft.
- (4) Hazardous Communication Plan – Sandya Kesoju
 - (a) Waiting on subcommittee feedback.

IV. New Business

- 1. Michelle Stewart did a presentation on Developing an Effective OSHA/WISHA Compliance Program.
 - (1) Defined OSHA and WISHA
 - (2) Outlined Employer and Employee Responsibilities
 - (3) Listed Safe Workplace Requirements for WA state employers
 - (4) CBC ES&H Committee Goals
 - (a) The group requested presentation be emailed to the committee.
 - (b) Vicki Place suggested to include a list of items that fall under Security & Safety, and/or Operations, to help committee stay focused on Occupational Safety.
- 2. Tammy Sanderson invited the group to participate in the OSHA/WISHA training which is part of the Dental Hygiene Accreditation. A certified trainer is brought in annually and the cost is approximately \$28.99 a person. August 31st is the tentative date, more information will be distributed closer to date.
- 3. Jason Ruud asked who paid for CPR/AED and First Aid training specifically for those Faculty required to keep their certification.
 - (1) Building Captains and AED representatives comes out of Security budget.

- (2) There may be upcoming changes with roll out of community CPR/AED First Aid classes, so will keep committee up to date regarding budget codes and responsibility.

V. Employee Safety Suggestions – Open Floor

- (1) Carol Groce asked if there was anything we can do to increase the lighting in the North H Parking lot. Levi Glatt volunteered to review with Facilities if additional wall pack lights could increase the lighting since there are no light poles.
- (2) Jason Ruud brought up a concern with a blind spot near pump house. Ralph Reagan suggested installing a large mirror to enhance visibility, Levi Glatt will review with Facilities to see if placing a mirror will improve the visibility.
- (3) Deirdre Jones asked if there was a specific procedure to follow on spills in addition to calling Security or Operations to get cleaned up. If it cannot be cleaned up immediately, then appropriate caution signs need to be put out. Dana Steichen stated he had extra signs that he could distribute to areas with high traffic to be kept in easy to access places so they can be displayed when needed. The group identified Hawk Central and the Resource Center as possible areas to ensure signs are accessible. Michelle Stewart will follow up to ensure Deirdre Jones and Vicki Place receive signs and will log where they are being stored for easy access.

VI. Adjournment

Ralph Reagan adjourned meeting at 10:50 a.m., with all in agreement.

Minutes recorded by: Michelle Stewart

