

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes

April 20th, 2018

I. Call to Order

Ralph Reagan called to order the regular meeting of the Environmental Safety and Health Committee at 10:00 a.m. in the SSWL meeting room 117.

II. Attendance

The following persons were in attendance: Alan Harwood, Cara Anderson, Carol Groce, Chuck Schmidt, Daniel Quock, Josh Westermann, Julie Saraceno, Levi Yencopal, Michael Goodwin, Mike Reynolds, Michelle Stewart, Ralph Reagan, Rick Zimmerman, Tammy Sanderson, and Vicki Place. Other attendees: Jessica Miller.

III. Regular Reports

1. Review Safety and Health Inspection Reports
 - a. See addendum 1, attached rolling report
2. Evaluate Accident Reports and Investigations
 - a. See addendum 2, attached rolling report
3. Evaluate Workplace Safety Programs
 - a. Accident Prevention Program (APP) – Vicki Place
 - i. ES&H Committee reviewed and would like for the APP to define how and who gives the new employee safety orientation. Safety inspection checklist is great for annual review however would like to see a monthly checklist simplified and specific to certain areas. Example a shop environment would be considerably different from a laboratory or office space.

- b. Bloodborne Pathogen Plan – Tammy Sanderson
 - i. Tammy Sanderson received some suggestions from Zana Carver that she would like to incorporate in the health science addendum. Waiting on approval from Dean who is on sabbatical.
- c. Control of Hazardous Energy Plan (LOTO) – Michelle Stewart
 - i. Subcommittee meeting postponed to May due to scheduling issues.
- d. Hazardous Communication Plan – Sandya Kesoju
 - i. Levi Yencopal has made some recommendations however subcommittee lead not present for update.

IV. New Business

- Feedback on Accident Prevention Program draft added to regular reports section.

V. Employee Safety Suggestions – Open Floor

- a. Carol Groce concerned with someone entering the offices in student records. This is a security issue and referred her back to supervisor to request an employee only sign.
- b. Carol Groce asked about the protocol for fitness center cleaning of equipment. See safety and health inspection report for details on protocol.
- c. Vicki Place asked why the gravel between the side walk and landscaped area is not flushed. See safety and health inspection report.
- d. Vicki Place suggested ES&H Committee members replace any emergency flip charts on campus with the new Emergency Handbooks.

VI. Adjournment

Ralph Reagan adjourned meeting at 11:00 a.m., with all in agreement.

Minutes recorded by: Michelle Stewart

ADDENDUM 1

SAFETY AND HEALTH INSPECTION REPORTS 2018			
Date	Area	Concern	Result
02/16	Library North Entrance	Lighting	Evaluate adding LED wall pack light
03/16	North H Parking Lot	Lighting	Currently being evaluated as part of overall goal to improve exterior lighting.
03/16	Pump House	Blind spot	Currently being evaluated to determine if large mirror will improve visibility.
03/16	Hawk Central	Spills	Caution signs to display, distribute to high traffic areas such as Hawk Central and Resource Center. Signs delivered to areas requested and the HR ES&H Consultant has 5 left for use in other areas as needed.
03/19	Bio Table in ASC	Power cord cover tripping hazard	Supervisor discovered power cord cover adhesive came off due to a recent move in the office. Clarified cord is not taped down, it is an official cover for power cord. Replaced adhesive and moved out of walkway.
04/20	Fitness Center	Cleaning of equipment	Confirmed with Fitness Center, users are asked to wipe down equipment after each use and staff deep cleans each piece daily (if not multiple times a day). The product used (Peroxide Multi Surface Cleaner and Disinfectant) is supplied by the maintenance department.
4/20	Walkway between L&B Buildings	Distance between curb and sidewalk a tripping hazard	Those specific areas are marked due to current construction, however other areas near T-building, the landscape gravel is not flush with the sidewalk. Based on WSDOT Chapter 1510, there is an allowance for snow removal.

ADDENDUM 2

ACCIDENT REPORTS AND INVESTIGATIONS 2018						
Date	Class	Type	Root Cause	Preventative Action	Investigation Required	Reportable
01/29	Student	Fall	Sports related	NA	No	No
02/10	Student	Fall	Sports related	NA	No	No
02/27	Student	Fall	Sports related	NA	No	No
03/15	Student	Fall	Sports related	NA	No	No
3/19	Classified	Struck object fractured finger	Struck object with finger	Counsel to slow down and use PPE, if applicable	No	Yes
3/19	Student	Trip	Power cord cover	Move power cord and reapply adhesive	Yes	No
3/24	Student	Struck Object	Sports related	NA	No	No
4/17	Student	Sprain	Sports related	NA	No	No
04/26	Student	Needle stick	Industry risk	Repeat needle & sharps safety training	No	No
04/27	Student	Sprain	Walking briskly and tripped	Counsel to slow down and pay attention to surroundings.	No	No