

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes

May 18th, 2018

I. Call to Order

Michelle Stewart 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, Carol Groce, Dana Steichen, Deirdre Jones, Julie Saraceno, Levi Yencopal, Michael Goodwin, Mike Reynolds, Michelle Stewart, Ralph Reagan, Sandya Kesoju, and Zana Carver. 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) – Michelle Stewart
 - i. The ES&H Committee reviewed and would like for the APP to define how and who gives the new employee safety orientation. Michelle Stewart as the HR ES&H Consultant provided a new employee safety and health orientation checklist which replaces Appendix 10-Training Record. The new checklist defines that HR ES&H Consultant will meet with all new employees and go over general safety procedures and the new employee's supervisor will then review items specific to their job and building location. The Committee agreed and had no further recommendations.
 - ii. The ES&H Committee would like to see the Safety Inspection Checklist simplified and be specific to the area of inspection (i.e.

office, labs, and shops). The following committee members agreed to review a sample to ensure it is applicable:

- (i) Deirdre Jones (Office)
 - (ii) Levi Yencopal (Labs)
 - (iii) Alan Harwood (Shops)
- 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. After discussion with committee, delayed to summer with a goal to implement a test pilot to ensure a workable plan.
- d. Hazardous Communication Plan – Sandya Kesoju
- i. Due to recent vacancy, Mike Goodwin agreed to join subcommittee to review plan and make recommendations to Sandya Kesoju.

IV. New Business

- Michelle Stewart will no longer provide a printed agenda, but instead will display using projector.
- Hazardous Waste Disposal:
 - Areas defined were Lab, Maintenance/Grounds, CTE, Print Shop, Agriculture, and Richland Health Science/Medical Centers.
 - Subcommittee for further review includes Michelle Stewart, Levi Yencopal, Dana Steichen, and Alan Harwood.
- Summer Newsletter Feedback:
 - Julie Saraceno volunteered to have Graphics create pictures so that the newsletter is more visual. Recommendations was to keep text short and include video clips;
 - Summer safety tips;

- Zana Carver volunteered to help with an Ergonomic article and will send an email to the HR ES&H Consultant;
- Spotlight a committee member; and
- Drawing for spring newsletter and slip, trip, falls video. Winners listed below:
 - Spring newsletter – Meg Bartrand
 - Slips, Trips, and Falls Safety Video – Dalina Hoffman

V. Employee Safety Suggestions – Open Floor

- a. No items submitted prior to meeting

VI. Adjournment

Ralph Reagan adjourned meeting at 10:50 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.
5/18	CTE 2-55 gal drums	Evaluate proper disposal of material	Dana Steichen suggested having Clean Harbor test material and dispose. Michelle Stewart volunteered with coordinating efforts for proper disposal. Levi Yencopal met with Alan Harwood to have material tested and scheduled for pick up by Clean Harbor
5/18	Flat rocks in landscaped area	Possible tripping hazard	Rocks placed to encourage those that cut through landscaped beds to walk on them versus the plants. Michelle Stewart suggested we put signs up that indicate new plants and not to provide a path away from the designated sidewalk.

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