

**Columbia Basin College**  
**Environmental Safety and Health Committee**  
**Meeting Minutes**

June 15, 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: Chuck Schmidt, Daniel Quock, Deirdre Jones, Jason Ruud, Joshua Westermann, Levi Yencopal, Michael Goodwin, Mike Reynolds, Michelle Stewart, Ralph Reagan, Sandya Kesoju, and Zana Carver. Other attendees: Jessica Miller.

**III. Regular Reports**

1. Evaluate 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. Safety Inspection Checklist - The following committee members agreed to review a sample checklist designated for specific areas. Michelle Stewart will provide drafts to them by the end of June.
      - (i) Deirdre Jones (Office)
      - (ii) Levi Yencopal (Labs)
      - (iii) Alan Harwood (Shops)
  - b. Bloodborne Pathogen Plan – Tammy Sanderson
    - i. Plan requires update with new logo and appropriate contact names/numbers. Michelle Stewart will complete.

- ii. The Health Sciences Programs have an individual exposure control plan in place, which has been updated and approved by their division. This plan will remain separate since it is specific to the Health Sciences Program.
- c. Control of Hazardous Energy Plan (LOTO) – Michelle Stewart
  - i. Subcommittee reviewed and requested removal of tagout procedures and require lockout only. Michelle Stewart will make revisions and resubmit to subcommittee for final review.
- d. Hazardous Communication Plan – Sandya Kesoju
  - i. Subcommittee wants to meet again to wrap up recommendations before submitting possible revisions.

#### **IV. New Business**

- 1. Committee agreed that over summer the focus is to finish Workplace Safety Programs and Plans currently being evaluated. The plan is to implement those by the start of fall quarter, so time has been set aside for the second half of our regular scheduled meetings for subcommittees to complete this work.

#### **V. Employee Safety Suggestions – Open Floor**

- a. No items discussed

#### **VI. Adjournment**

Ralph Reagan adjourned meeting at 10:30 a.m., with all in agreement.

Minutes recorded by: Michelle Stewart

## ADDENDUM 1

<b>SAFETY AND HEALTH INSPECTION REPORTS 2018</b>			
<b>Date</b>	<b>Area</b>	<b>Concern</b>	<b>Result</b>
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

<b>ACCIDENT REPORTS AND INVESTIGATIONS 2018</b>						
<b>Date</b>	<b>Class</b>	<b>Type</b>	<b>Root Cause</b>	<b>Preventative Action</b>	<b>Investigation Required</b>	<b>Reportable</b>
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
05/07	Faculty	Struck Object	Misjudged distance to door opening	Counsel to slow down and pay attention to surroundings.	No	No
05/10	Student Worker	Struck Object	Balloon over-inflated, popped and struck eye.	Counsel to slow down and use PPE, if applicable	No	No

05/16	Student	Needle stick	Industry risk	Repeat needle & sharps safety training	No	No
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