

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes

July 20, 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, Deirdre Jones, Joshua Westermann, Levi Yencopal, Michael Goodwin, Michelle Stewart, Ralph Reagan, and Sandya Kesoju. 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)
 - b. Bloodborne Pathogen Plan
 - c. Control of Hazardous Energy Plan (LOTO) – Michelle Stewart
 - i. Meeting with Facilities on 07/25/2018 to discuss a portable lockout/tagout station versus current station in Maintenance Shop. Michelle to incorporate any changes into final draft.
 - d. Hazardous Communication Plan – Sandya Kesoju
 - i. Submitted suggested revisions, Michelle to incorporating changes into final draft.

IV. New Business

1. Drawing for Hawk Safety Summer Newsletter - winner Kathy Freeman from the Resource Center.
2. ES&H Committee will submit a monthly safety tip to Hawk Talk versus publishing a separate quarterly newsletter.

V. Employee Safety Suggestions – Open Floor

1. Parking lot hazard due to excessive speed in front of the H Building. See addendum one.

VI. Adjournment

Ralph Reagan adjourned meeting at 10:20 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.

07/20	North H Parking lot, speed control	Possible hazard	CBC motor vehicle regulations can be found under Campus Security & Safety. A new and improved walkway from the H Building to the bus stop is being addressed as a capital project.
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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
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

06/02	Volunteer	Struck Object	Struck Object-cut hand	Counsel to slow down and use PPE, if applicable	No	No
06/04	Exempt	Struck Object	Struck Object-cut hand	Counsel to slow down and use PPE, if applicable	No	No