

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes

September 21st 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 SWL meeting room 117.

II. Attendance

The following persons were in attendance: Cara Anderson, Carol Groce, Cozette Phillips, Dana Steichen, Michelle Stewart, Mike Goodwin, Michael Reynolds, Ralph Reagan, Sandya Kesoju, Tammy Sanderson, Vicki Place, Zana Carver, Jessica Miller, Andrea Leach, and Tierney Core.

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. See addendum 3, attached rolling report

IV. New Business

1. ES&H Committee discussed doing training events in June for National Safety Month and better preparation for Safe + Sound Week in August. Additionally would like to see Injury and Illness training completed in winter as well. Michelle will coordinate a showing for preparation of winter in December.
2. Carol Groce and Vicki Place volunteered to provide ES&H Committee monthly safety slogans for ES&H 2019 Calendar to review in October.
3. Discuss possible members of a Safer Alternative Team (SAT) to review, evaluate and make recommendations for transitioning to safer chemicals, be those responsible for department e-binders in MSDSONline. Michelle to send an email to those parties and will report back in November.

V. Employee Safety Suggestions

1. Michelle made a suggestion to meet monthly in different buildings and to identify a small group to complete a safety self-inspection after meeting. Will reevaluate after DOSH Consultation.
2. Dental Hygiene offices temperatures are not consistent, looking for interim solution until new location is ready.
3. Rolling chairs in SWL lecture rooms 121 and 221 are a possible fall hazard. Request bumpers or non-rolling chairs.
4. Request Safety phones near building B due to night classes.
5. Cone indicating accessible ramp at building T keeps getting moved. Dana is to provide Vicki with a sturdier cone.

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.
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.
07/31	Gravel/rock bank located next to the old tennis courts and basketball courts	Possible tripping hazard	Fitness Center staff suggested removing existing rocks and replacing with dirt pathway. However creating a dirt pathway might increase usage, creating a separate hazard especially when wet. The ES&H Committee has passed concern a long to Facilities for evaluation as part of other campus improvement projects.
9/21	Dental Hygiene offices	Uncomfortable temperatures	Request to use space heaters, there is one approved space heater however area must be evaluated by facilities before approval. Unfortunately the space is not conducive to the requirements for temporary heating devices as outlined in WAC 296-155-280. Maintenance Mechanic supervisor adjusted vents to improve temperatures.
9/21	SWL	Possible fall hazard	The chairs on the end roll off the stair case. Currently there is a rubber strip to indicate that the edge is near, evaluating option of stationary chairs at the end of the aisles.
9/21	B Building	Lighting	Understanding campus lighting is currently being evaluated, request for security phone or campus posters to advertise 24-hour security when available. Eric Purcell Campus Security Lieutenant will give update to committee at October meeting.

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
07/05	Faculty	Fall	Climbed on table to hang an item on the wall and fell	Counsel to complete a work order or use proper equipment to hang items	No	No
7/25	Student	Fall	Fell out of chair when sitting	Counsel student to make sure to use the computer chair properly when sitting	No	No
07/26	Exempt	Fall	Fell on right shoulder during training	NA	No	No
09/05	Student	Fall	Sports related	NA	No	No
09/18	Classified	Fall	Fall-tripped walking across campus	Counsel to slow down and pay attention to surroundings	No	No

ADDENDUM 3

WORKPLACE SAFETY PLAN REVISION REPORT			
Date	Plan	Revision Date	Revision Description
09/05/2018	Accident Prevention Program	08/2018	Program replaced previous Safety Manual.
09/05/2018	Bloodborne Pathogen Exposure Control Plan	08/2018	Updated logo and implementation of exposure control plan/contact names and numbers.
09/05/2018	Control of Hazardous Energy Plan (Lockout/Tagout)	08/2018	Implemented a formal written plan.
09/05/2018	Hazard Communication Plan (Workers Right to Know)	08/2018	Updated Hazard Communication Plan (Workers Right to Know) to a separate plan under the Accident Prevention Program.
10/19/2018	Confined Space Plan		Draft-Subcommittee to identify confined space Ken Price, Dana Steichen, Mike Goodwin