

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes

October 19, 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: Chuck Schmidt, Cozette Phillips, Dan Quock, Deirdre Jones, Eric Purcell, Joshua Westermann, Julie Saraceno, Levi Yencopal, Mike Goodwin, Michael Reynolds, Michelle Stewart, Ralph Reagan, Tammy Sanderson, and Vicki Place.

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 Program and Plans
 - a. See Addendum 3, attached rolling report
 - i. On behalf of the Office of Instruction, Tammy Sanderson requested additional information on the New Employee Safety Orientation and the supervisor role. Michelle Stewart is currently providing department training for existing employees using the New Employee Safety Orientation checklist to cover items regarding the Environmental Safety and Health webpage, the new Accident Prevention Program and the additional ES&H supplemental plans that may apply to their area. Departments and Faculty can reach out to her and set up a time for additional training.
 - ii. On behalf of the Office of Instruction, Tammy Sanderson requested an update on the Building Captain Program and what to do in the event of an evacuation or emergency. Eric Purcell, Safety and Security Lieutenant, explained that due to recent changes in personnel that the program is being revamped and will be reintroduced soon but was unable to give a timeline. In the interim, anyone with specific questions could reach out to Safety and Security to address any concerns.

IV. New Business

1. DOSH Consultant Review – CBC recently requested a Workplace Safety & Health Consultation from Labor and Industries (L&I) Division of Occupational Safety & Health (DOSH) Program to assist in identifying safety measures to improve the environmental safety and health of the campus. Overall the visit was fairly positive though we have some needed areas of correction, which is what we expected in terms of needing to correct deficiencies that an L&I DOSH consultant could readily identify for us. Michelle Stewart from the HR Office, who serves in an ES&H role, is working with facilities and grounds crews and staff from the applicable areas in getting the deficiencies rectified. She will be monitoring the areas on a regular basis to be sure we don't fall back into old practices and providing training where needed. At this point, we are responsible for reporting back the first week of November and thereafter, we will have them back on a less formal basis to review other areas.
2. 2019 ES&H Safety Calendar – Michelle Stewart and Julie Saraceno will use suggested tag lines from Carol Groce and Vicki Place to match a CBC photo for each month.

V. Employee Safety Suggestions

1. Vicki Place suggested fire extinguisher training or to have the PASS acronym with pictograms placed next to each fire extinguisher. Eric Purcell indicated that directions for proper use are actually located on the fire extinguisher. Michelle Stewart shows a video to new employees as part of new employee safety orientation and will post on the ES&H website during the month of October which is National Fire Safety Month.
2. Josh Westermann asked for suggestions on how to keep children off the soccer field tower ladder. The signs that are currently posted seem to be ignored. There is a lock door at the top; but children still manage to climb over. Chuck Schmidt indicated there are covers you can purchase to prevent the use of a fixed ladder when the tower is not in use. Michelle Stewart sent Josh Westermann an option for a fixed steel ladder guard door for entry onto a fixed ladder.
3. Dan Quock asked that instead of referencing escort service for Security who walks students to their vehicles that we use verbiage such as “safe walks”. Additionally, he requested that information be added to the back of Student ID cards and signage on doors regarding Security's new hours and safe walks.

VI. Adjournment

Ralph Reagan adjourned meeting at 10:55 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. |

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| 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 along 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 model of space heater approved for use on campus, however the area must be evaluated by Facilities prior to use. 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 Lecture Rooms | Possible fall hazard | There is a concern with the chairs at the end of each row being able to roll off of the edge/staircase. Currently there is a rubber strip/bumper placed on the edge as a precaution. ES&H is working with facilities in evaluating the option of installing stationary chairs at the end of the aisles. |
| 9/21 | B Building | Lighting | Campus lighting is currently being evaluated. There was also a request for security phones or campus posters to advertise 24-hour security when available. Eric Purcell, Campus Security Lieutenant, will give an update to the ES&H committee at the 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 |

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|-------|------------|---------------|---|--|----|----|
| 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 | Tripped walking across campus | Counsel to slow down and pay attention to surroundings | No | No |

ADDENDUM 3

| WORKPLACE SAFETY PROGRAM AND PLANS | | | |
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| 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 spaces on campus Ken Price, Dana Steichen, Mike Goodwin. |