

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes

November 16th, 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 SWL meeting room 117.

II. Attendance

The following persons were in attendance: Carol Groce, Cozette Phillips, Deirdre Jones, Janese Thatcher, Michael Reynolds, Michelle Stewart, Sandya Kesoju, Tammy Sanderson, Vicki Place, and Zana Carver.

III. Regular Reports

1. Evaluate Safety and Health Inspection Reports

a. See Addendum 1, attached rolling report

- Please note that only actual inspections and safety hazard report will be noted in the rolling report and employee suggestions will be included in the meeting minutes unless it is identified as a safety issue for employees that needs correction and follow up.

2. Evaluate Accident Reports and Investigations

a. See Addendum 2, attached rolling report

- Tammy Sanderson mentioned this week Dental Hygiene had a bloodborne pathogen exposure incident that involved a student and possible exposure risk to an employee. She wants to consult with others to streamline the process for responding to exposure incidents. She would like someone from Security, Health Sciences, and ESH Committee to go over the process and make suggested improvements. Michelle Stewart will request a subcommittee by email so they can review in December to report back in January.

3. Evaluate Workplace Safety Program and Plans

a. See Addendum 3, attached rolling report

- Hazard Communication Plan – The ES&H committee is in the process of creating a Safer Alternatives Team to review Safety Data Sheets (SDS) in order to make recommendations for safer chemicals used here on campus. Michelle Stewart will send out a notice to all e-binder holders on MSDSonline to review and make sure Safety Data Sheets (SDS) are current.

IV. New Business

1. DOSH Consultant Review – CBC submitted part one of the Certification of Hazards Corrected Form explaining the work that had been done to correct areas of deficiency identified during the consultation visit. Jim Woodfin DOSH Consultant, responded confirming receipt of our forms and satisfactory resolution and closed the visit out. The next step will be responding to part two of the areas of deficiency identified by the Industrial Hygienist during the visit. These items are being addressed under the Workplace Safety Programs and Plans. See Addendum 3 for additional plans under review.
2. Employee-Elected Positions for 2019
 - An election will be held in the month of December to determine Employee-Elected members for 2019.
3. December meeting cancelled due to campus being closed. No plan to reschedule, however subcommittees are encouraged to meet on an agreed date and time in December to continue work on Workplace Safety Programs and Plans.

V. Employee Safety Suggestions

1. Janese Thatcher requested an update on a Smoke Free Campus. Michelle Stewart stated that there was an approved grant from Truth Initiative to create a task force in order to evaluate and make a recommendation to the leaders of CBC. Ann Sullivan, Alex Thornton and two student leaders are spearheading the task force. Michelle Stewart will ask Ann Sullivan to present at the meeting in January to give the ES&H Committee an update and to answer any questions.
2. Zana Carver asked if there are any areas on campus that are fragrance-free. We are not a fragrance-free campus, but the Resource Center, Health Science and Dental Hygiene areas are fragrance-free.

VI. Adjournment

Michelle Stewart adjourned meeting at 11:00 a.m., with all in agreement.

Minutes recorded by: Vicki Place

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 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.
11/1	P Building	Request Pre-inspection to ensure compliance	Michelle Stewart, Mike Goodwin, and Cozette Phillips walked through the Pottery Lab/Studio and Theatre area. Areas of improvement were identified and work orders were submitted to replace electrical outlets, add light covers, place anti-slip threads on stairs, add hook to store ladder away from electrical box, and bolt grinder to floor.

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
09/13	Classified	Fall	Tripped walking across campus	Counsel to slow down and pay attention to surroundings	No	No
09/28	Student	Fall	Sports related	NA	No	No
10/03	Student	Fall	Tripped walking downstairs	Counsel to slow down and pay attention to surroundings	No	No
10/08	Student Walker	Fall	Putting item on top shelf, lost balance and item fell back on to her neck when she ducked.	Counsel to ask for help. Move large items to lower shelf.	No	No

ADDENDUM 3

WORKPLACE SAFETY PROGRAM AND PLANS			
Date	Plan	Revision Date	Revision Description
09/05/2018	Accident Prevention Program (APP)	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.
11/09/2018	APP	11/2018	Updated Charter to indicate vacant positions and add new member Cozette Phillips, Arts & Humanities
11/16/2018	Confined Space Entry Plan		Industrial Hygienist Recommendation – Subcommittee working on identifying all Permit-Required Confined Spaces on campus to be incorporated into the final plan. Final draft expected to be complete by December.
11/16/2018	Hearing Protection Plan		Industrial Hygienist Recommendation – The ES&H committee identified areas that may benefit from a Hearing Protection Plan such as the mowers in the Grounds Department and music department in Arts and Humanities. The question was brought up regarding the machinist and automotive technicians but Janese Thatcher, Dean of CTE indicated there are no exposures but suggested having students from the Industrial Hygienist Program help with a draft and identifying areas.
11/16/2018	Respiratory Protection Plan		Industrial Hygienist Recommendation – The ES&H committee identified areas that may benefit from a Respiratory Protection Plan. Departments identified Agricultural, Arts, Bio-labs, Custodial, Grounds, Health Science and Maintenance.