

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

February 19, 2019

**I. Call to Order**

Michelle Stewart called to order the regular meeting of the Environmental Safety and Health Committee at 3:30 pm in the SWL meeting room 117.

**II. Attendance**

The following persons were in attendance: Alan Harwood, Amy Donovan, Cheryl Klym, Cozette Phillips, Dana Steichen, Eric Purcell, Eudelio Martinez, Jessica Miller, Julie Saraceno, Mike Goodwin, Michelle Stewart, Miriam Fierro, Lendah Siah, Ralph Reagan, Royce Cone, Sandya Kesoju, and Tammy Sanderson.

**III. Regular Reports**

1. Evaluate Safety and Health Inspection Reports
  - a. See Addendum 1, attached rolling report
    - The Committee reviewed and identified items to carry over into 2019.
2. Evaluate Accident Reports and Investigations
  - a. See Addendum 2, attached rolling report
    - The Committee reviewed an annual comparison from the past three years. Slips, trips and falls under normal conditions still remain the top incident on campus.
3. Evaluate the Workplace Safety Program and Plans
  - a. See Addendum 3, attached rolling report
    - The Committee will focus on reviewing existing plans effectiveness while evaluating a Hearing Conservation and Respiratory Protection Plan in 2019.

**IV. New Business**

1. The Committee reviewed the Charter to outline specific responsibilities as members in conducting planned inspections, as well as gathering employee suggestions and concerns of their respective areas they represent to determine what hazardous conditions and/or practices exist.
2. The Doodle Poll indicated the best day and time to meet is the third Tuesday from 3:30 to 4:30 pm. The Committee discussed this time was the most accommodating to the majority of the group. Michelle Stewart will send a calendar invite for the remainder of the year once the room has been confirmed.
3. Tammy Sanderson made a motion for Ralph Reagan to remain as Chairperson. Alan Harwood seconded the motion. With all in agreement, Ralph Reagan is the ES&H Committee elected Chairperson for 2019. There were no nominees for Vice-

Chairperson. Michelle Stewart will reach out to the Committee by email for a volunteer to serve as Vice-Chairperson in the event of Ralph's absence.

4. Due to recent weather-related campus closures, the Committee reviewed the Severe Weather Campus Closure Information webpage to direct people to if they are approached with questions. Julie Saraceno shared that there was some feedback on social media and that College Relations will handle correspondence and direct specific items to the appropriate area as needed.
5. The ES&H Committee will be supporting the third annual National Ladder Safety Month taking place in the month of March. We will be taking part in the initiative by encouraging employees to earn their Ladder Safety Certificate through the American Ladder Institute's Ladder Safety Training website. Details will be in the Hawk Talk for March. Michelle Stewart requested assistance in planning a light breakfast with a drawing on April 5<sup>th</sup> for all participants. Lendah Siah, Ralph Reagan, and Julie Saraceno volunteered to help.

#### **V. Review and Evaluate: Employee Suggestions**

Julie Saraceno requested we evaluate having a student worker on the Committee. Michelle Stewart will work with Supervisors and the Student Employment Office to ensure student workers receive a safety orientation and have proper training when using equipment, such as ladders.

Lendah Siah requested a new member orientation. Michelle Stewart will arrange an ES&H Committee member training for all new members prior to the next regularly scheduled meeting.

Tammy Sanderson asked if there would be any OSHA/WISHA training scheduled for 2019. Since OSHA/WISHA can cover a broad area, we will tackle specific training based on need. June is National Safety Month, and August has a Safe + Sound week in which the ES&H Committee can plan events around occupational training specific to CBC.

#### **VI. Adjournment**

Ralph Reagan adjourned the meeting at 4:15 pm with all in agreement.

Minutes recorded by Michelle Stewart

**ADDENDUM 1**

<b>SAFETY AND HEALTH INSPECTION REPORTS 2019</b>			
<b>Date</b>	<b>Area</b>	<b>Concern</b>	<b>Result</b>
2/19	CTE	Evaluate the proper disposal of materials in 2-55 gallon drums	Material needs to be tested to determine what type of waste is being disposed.
02/19	North H Parking lot	Possible hazard excessive speed in parking lots	CBC <a href="#">motor vehicle regulations</a> 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. The project is currently in process, with some delays due to weather.
02/19	B Building	Lighting	Campus lighting is still being evaluated as light packs have been installed in multiple areas.
02/19	P Building	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 a hook to store ladder away from the electrical box, and bolt grinder to the floor. Work orders completed, Michelle to follow up with Cozette Phillips in March to ensure there are no outstanding items.

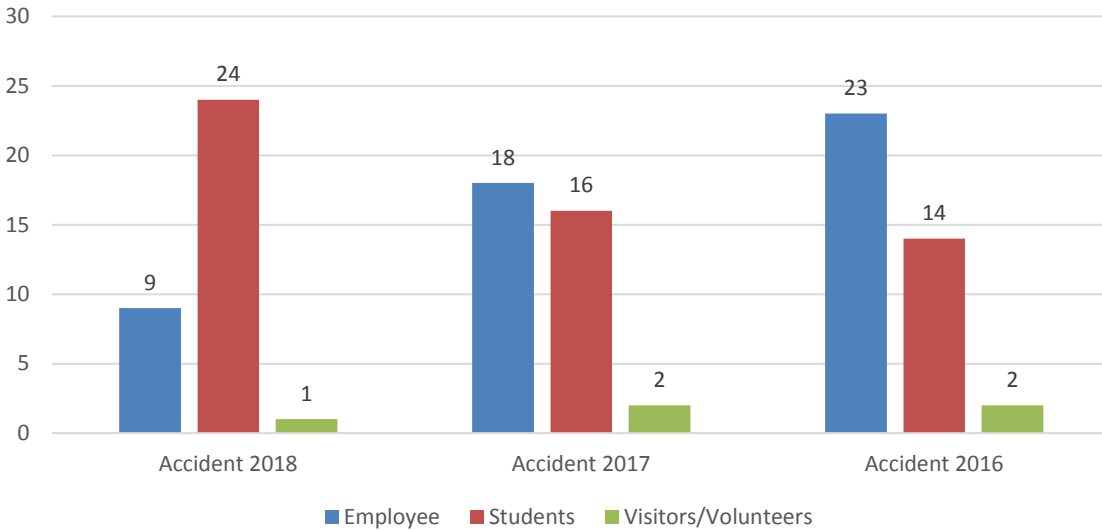
**ADDENDUM 2**

<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	Struck an object with a finger and fractured	Counsel to slow down and use PPE, if applicable	No	Yes
3/19	Student	Trip	Power cord cover	Move the power cord and reapply adhesive	Yes	No
3/24	Student	Struck Object	Sports-related	NA	No	No
04/05	Student	Fall	Slipped-Due to rain.	Counsel to slow down and pay attention to surroundings	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 the 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 the 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

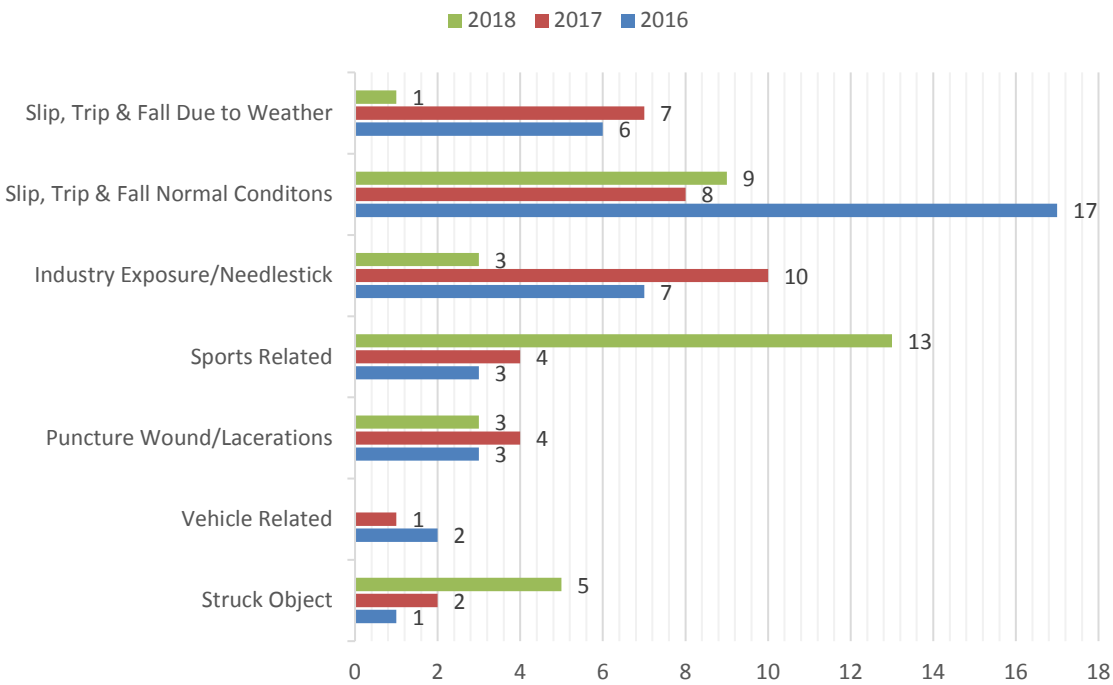
06/02	Volunteer	Struck Object	Struck Object-cut hand	Counsel to slow down and use PPE, if applicable	No	No
06/04	Exempt	Struck Object	Struck Object-cut hand	Counsel to slow down and use PPE, if applicable	No	No
07/05	Faculty	Fall	Climbed on the table to hang an item on the wall and fell	Counsel to complete a work order or use proper equipment to hang items	No	No
7/25	Student	Fall	Fell out of the 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 Worker	Fall	Placing an item on the top shelf, lost balance and item fell back on to her neck when she ducked	Counsel to ask for help. Move large items to the lower shelf.	No	No

10/31	Student	Fall	Sports-related	NA	No	No
11/1	Student	Fall	Tripped over-rocks	Counsel to slow down and pay attention to surroundings	No	No
11/1	Student	Fall	Sports-related	NA	No	No
11/14	Student	Needle stick	Industry risk	Repeat needle & sharps safety training	No	No
11/15	Exempt	Stuck Object	Stuck Object-cut hand	Counsel to slow down and use PPE, if applicable	No	No
11/23	Student	Fall	Sports-related	NA	No	No
12/6	Student	Struck Object	Struck Object-Hit forehead on radiology unit arm	NA	No	No
10/31	Student	Fall	Sports-related	NA	No	No
3/24	Student	Fall	Sports-related	NA	No	No
11/14	Student Worker	Fall	Fell using a chair to reach something	Counsel to use a stepladder and to report immediately	No	No

## Accident Reports and Investigations Class



## Accident Reports and Investigations Type



**ADDENDUM 3**

<b>WORKPLACE SAFETY PROGRAM AND PLANS</b>			
<b>Date</b>	<b>Plan</b>	<b>Revision Date</b>	<b>Revision Description</b>
1/1/2019	Accident Prevention Program	1/2019	Updated Charter for ES&H Committee to reflect the newly elected and employee selected members.
11/16/2018	Confined Space Entry Plan	1/2019	Industrial Hygienist Recommendation – Plan accepted by Labor and Industries on January 8, 2019. Pasco Fire Department reviewed Permit-Required Spaces on February 4, 2019. Next step is the purchase of rescue equipment and training.
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.