

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes
April 16, 2019

I. Call to Order

Ralph Reagan called to order the regular meeting of the Environmental Safety and Health Committee at 3:32 pm in the HUB Congress room.

II. Attendance

The following persons were in attendance: Amy Donovan, Carol Groce, Cheryl Klym, Cozette Phillips, Lendah Siah, Levi Yencopal, Mike Goodwin, Michelle Stewart, Miriam Fierro, Ralph Reagan, Sandya Kesoju and Tammy Sanderson.

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 the Workplace Safety Program and Plans
 - a. See Addendum 3, attached rolling report

IV. New Business

1. Tammie Fetch, Facilities Program Coordinator gave a presentation on when to call for immediate assistance and how to create a work order for repairs and safety concerns.
2. Ann Sullivan, Truth Initiative Project Lead, spoke about the grant CBC was awarded to evaluate, research and make a recommendation for a tobacco-free/smoke-free campus. The Smoke and Tobacco Fee Task-Force encouraged participation in upcoming events such as the survey sent by email to staff and students, Environmental Scan on April 18th and Earth Day campus clean-up on April 22nd.
3. National Month Initiatives
 - a. March – 32 employees completed 54 ladder certificates. The winners of the contest were Angela Nemeth, Christine Miller, Mike Hahn and Yanetta Gonzaga.

- b. June – Subcommittee to meet May 10th and will discuss topics outlined by National Safety Council for each week in June.
- c. August – Reviewed Safe + Sound week recommendation to create an activity making safety personal.

V. Review and Evaluate: Employee Suggestions

Sandya Kesoju returned USDA Plant Systems Audit Report to Michelle Stewart with recommendations for an Agricultural checklist specific to CBC.

Mike Goodwin indicated there are holes in parking lots and campus roads, due to winter weather. The holes will be repaired the last week in April.

Lendah Siah reported that the speed bumps on the road next to the baseball fields are lifting up. The speed bumps could create a gap that may result in a tripping hazard. Mike Goodwin indicated that he would address this with Plant Operations.

VI. Adjournment

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

Minutes recorded by Michelle Stewart

ADDENDUM 1

SAFETY AND HEALTH INSPECTION REPORTS 2019			
Date	Area	Concern	Result
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 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. 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

ACCIDENT REPORTS AND INVESTIGATIONS 2019						
Date	Class	Type	Root Cause	Preventative Action	Investigation Required	Reportable
01/11	Student	Needlestick	Industry risk	Repeat needle & sharps safety training	No	No
02/22	Student	Fall	Sports-related	NA	No	No
02/25	Classified	Fall	Fall-Due to Weather	NA	No	No
02/28	Student	Bloodborne Pathogen Exposure	Industry risk	Counsel to use Proper PPE	No	No
03/28	Student	Fall	Tripped	Proper Footwear	No	No

ADDENDUM 3

WORKPLACE SAFETY PROGRAM AND PLANS			
Date	Plan	Revision Date	Revision Description
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	Implemented a formal written plan.
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.