

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes
May 21, 2019

I. Call to Order

Michelle Stewart called to order the regular meeting of the Environmental Safety and Health Committee at 3:31 pm in the SWL Meeting Room 117 in the Chairperson and Vice-Chairperson absence.

II. Attendance

The following persons were in attendance: Alan Harwood, Amy Donovan, Carol Groce, Cheryl Klym, Cozette Phillips, Dana Steichen, Eric Purcell, Julie Saraceno, Lendah Siah, Levi Yencopal, Mike Goodwin, Michelle Stewart, Miriam Fierro, 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. Action Items

1. June National Safety Month – Hawk Talk to announce weekly focus and contest as outlined below:
 - a. Hazard Recognition
 - b. Slips, Trips & Falls
 - c. Fatigue
 - d. Impairment
2. Teaching and Learning Day – Michelle Stewart submitted along with Zana Carver to present a session as a mini-workshop on fatigue. Tammy Sanderson will talk with Dental Hygiene to participate and Eric volunteered to contact Pasco PD for impairment goggles. Julie Saraceno will work with Anna Tensmeyer to come up with a catchy marketing name for the session. Miriam, Lendah and Carol volunteered to help the day of the event. The workshop would include:

- a. Nutrition
- b. Exercise
- c. Rest & Sleep
- d. Hormones & Health
- e. Impairment Obstacle Course

V. Review and Evaluate: Employee Suggestions

1. Levi Yencopal had a concern regarding a ceiling light fixture over sink and will complete a work order to fix.
2. Carol Groce had some concerns brought up to her regarding steps with handrails near student services becoming slippery when wet and concrete that gets slick after sprinklers hit them. Dana Steichen will work to get sprinklers adjusted to minimize water hitting the area of concern.
3. Eric Purcell mentioned reviewing a new active shooter and earthquake poster by Shoreline, to see if it would be beneficial to use on CBC campus.
4. Sandya working on adding agricultural safety data sheets to MSDSONline CBC's web-based storage for easy access.
5. Alan Harwood indicated a new barrel of waste that will need dispose of in addition to the existing two 55 gallons that are not identified. Dana Steichen and Michelle Stewart scheduled to go over at 11:00 on 5/22 to review barrels. Opportunity for training on Dangerous Waste Regulations.

VI. Adjournment

Michelle Stewart adjourned the meeting at 4:15 pm with all in agreement.

Minutes recorded by Amy Donovan

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. 5/21 work complete can remove from report next month.
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. 5/21 can remove from report next month.
04/18	Campus Wide	Evaluate the maintenance and cleaning of water fountains due to black specks found in bottling filling stations in CTE building.	All campus drinking fountains set up on a preventative maintenance scheduler #1113 to ensure proper operation including filter change on bottling filling stations.
05/21	Dental Hygiene	Biohazard Disposal	Established a weekly drop off with CBC Instruction & Classroom Support Technicians for autoclave.

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
04/01	Student	Fainted	Aerobics class	Counseled on nutrition and hydration.	No	No
04/11	Student	Fainted	Unsure	Art class may have been health-related.	No	No
04/11	Student	Fall	Tripped over stool	Counseled to be aware of the surroundings.	No	No
04/12	Coach	Struck with object	Industry risk	NA	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.