

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes
July 16th, 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: Amy Donovan, Cara Anderson, Dan Quock, Joshua Krieg, Julie Saraceno, Lendah Siah, Levi Yencopal, Michelle Stewart, Miriam Fierro, Sandya Kesoju, Spencer Roland 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. Finalize details for Safety Video Contest
 - a. Announce in Hawk Talk
 - b. 90-second video or less about safety at CBC
 - c. Winner \$50 gift card of their choice
2. Finalize In-Service Week Ergonomic Workshop
 - a. Ergonomic samples to be displayed so employees can use.
 - b. Request committee members to encourage others to attend.

V. Review and Evaluate: Employee Suggestions

1. Lendah Siah requested feedback for set up of stanchion to ensure safety and accessibility from Michelle Stewart ES&H, Rolando Garcia Director for the Resource Center and Kamran Rasul Director of Assistive Technology.
2. Lendah Siah stated the roundabout in front of Hub yield sign is faded. Reported to facilities.

3. Tammy Sanderson has some safety concerns in regards to the back door of T-Building being left open. Joshua Krieg to have Security take a look at the door to ensure no mechanical issues and then place proper signs to keep the door shut.
4. Tammy Sanderson mentioned potholes in the parking lot for T-Building have not been filled. Facilities in process of filling in all potholes around campus due to inclement weather this past winter.
5. Cara Anderson stated there are broken chairs in the classrooms in building B. Michelle Stewart will do a sweep of building and have facilities remove all chairs unsafe.

VI. Adjournment

Adjourned the meeting at 4:20 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	Tanya Big Mountain Assistant Professor for Manufacturing Technology is to provide Michelle Stewart with SDS of material in the drums, so a waste profile can be created for Safety Kleen to dispose of the material.
02/19	B Building	Lighting	Campus lighting is still being evaluated as light packs have been installed in multiple areas.
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 the autoclave.
06/19	Science Department	Hotplates with exposed power cable wires, fire extinguisher not mounted in the correct location, and overloaded extension cord due to lack of outlets.	Levi Yencopal will submit work orders to have these issues resolved.

ADDENDUM 2

ACCIDENT REPORTS AND INVESTIGATIONS 2019						
Date	Class	Type	Root Cause	Preventative Action	Investigation Required	Reportable
01/11	Student	Needle stick	Industry risk	Repeat needle & sharps safety training.	No	No
02/22	Student	Fall	Sports-related	NA	No	No
02/25	Employee	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	Employee	Struck with object	Industry risk	NA	No	No
04/13	Student	Sprain	Sports-related	NA	No	No
04/18	Employee/ Students	TB Exposure	Patient not tested so TB status unknown	NA	Yes-Exposure protocol for Health Sciences and Kadlec followed.	Yes-Medical
04/30	Student	Fainted	Medical Issue	NA	No	No
05/23	Student	Fall	Leaned back in the chair	Ensured all backs of chairs were tightened to avoid loss of balance.	Yes- Chairs are adjustable and displayed no signs of failure or disrepair.	No

05/23	Student	Muscle Tear	Sports-related	NA	No	No
06/04	Employee	Struck with object	Stated that overhead door got stuck, jerked on the door with the left hand and it came down quickly falling on right shoulder.	Only notation from the investigation was the overhead doors could use a thorough cleaning and greasing of wheel bearings to increase longevity and ease of operation.	Yes- While the doors are very large and non-motorized, they both functioned properly and displayed no signs of failure or disrepair.	No- Reinjured while on restrictions max time already reported.
06/07	Student	Needle stick	Industry risk	Repeat needle & sharps safety training.	No	No
06/14	Employee	Loud Noise	Testing confetti cannons	Wear PPE	Yes-Ensure all those present are aware and have the option to leave the area.	No
06/14	Visitor	Fall	Tripped over hawk logo	Counseled to be aware of the surroundings.	Yes-Found it was not in the walking path.	No
06/16	Employee	Strain	Unknown	NA	No	No
06/22	Student	Puncture Wound	Stepped on costume pin	Sweep area and wear proper shoes.	Yes- Reviewed stage and offered safety equipment and training to play production.	No
06/26	Employee	Fall	Standing on a chair with sandals.	Counseled to not stand on a chair to find a stable base.	Yes- Reviewed stage and offered safety equipment and training to play production.	No

06/27	Employee	Strain	Industry risk	Wear PPE and change positions frequently for the repetitive physical task	No	Yes-Light duty/restrictions.
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ADDENDUM 3

WORKPLACE SAFETY PROGRAM AND PLANS			
Date	Plan	Revision Date	Revision Description
1/1/2019	Accident Prevention Program	6/2019	Updated logo and Charter for ES&H Committee to reflect employer designated changes due to resignations.
11/16/2018	Confined Space Entry Plan	6/2019	Updated logo
09/05/2018	Bloodborne Pathogen Exposure Control Plan	06/2019	Updated logo and implementation of exposure control plan/contact names and numbers.
09/05/2018	Control of Hazardous Energy Plan (Lockout/Tagout)	06/2019	Updated logo
09/05/2018	Hazard Communication Plan (Workers Right to Know)	06/2019	Updated logo