

Columbia Basin College
Environmental Safety and Health Committee
Meeting Minutes
November 19, 2019

I. Call to Order

Ralph Reagan called to order the regular meeting of the Environmental Safety and Health Committee at 3:30 pm in SWL Room 117.

II. Attendance

The following persons were in attendance: Amy Donovan, Cheryl Klym, Cozette Phillips, Dana Steichen, Daniel Quock, Jesus Mota, Joshua Krieg, Julie Saraceno, Levi Yencopal, Michelle Stewart, Ralph Reagan, Spencer Roland, Troy Phillips, and Katé Lyons-Holestine.

III. Regular Reports

1. Review 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. The December meeting is canceled. There will be a reception to welcome new ES&H Committee members for 2020 and to thank the outgoing members. A doodle poll will be submitted to the existing Committee and the new members to determine the date for the first week of December.
2. ASCBC requested ES&H Committee support for the winter driving event on 1/15/2020. Suggestions were to reach out to faculty to gather support to encourage students to attend. Michelle Stewart connected Daisy Herrera, SAB Officer with Jennifer Dorsett from Washington State Traffic Safety Commission Task Force who agreed to attend and create a forum for questions along with a safety video. Michelle Stewart and Ralph Reagan will both be in attendance. ES&H Committee will also put on the ES&H webpage to encourage employees to attend as well as announce in the Hawk Talk newsletter.

V. Review and Evaluate: Employee Suggestions

1. Jesus Mota would like directional signs in the CTE area evaluated for safety concerns. They are portable sign holders that are not sturdy.
2. Joshua Krieg indicated one of the Blue Emergency lights is out, so the vendor was notified for repair.
3. Joshua Krieg provided a first aid kit for the new tech lab. Reminded staff to reach out to his department if a first aid kit is needed for their area.
4. Rachel Smith asked Cozette Phillips what to do with specialty ink cartridges not associated with Information Systems. All cartridges are picked up by custodial and put in a designated area for David Wilkie to handle disposal or recycle.

VI. Adjournment

Ralph Reagan adjourned the meeting at 4:25 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	Safety Kleen picked up three barrels from manufacturing technology on September 29th. Two of the barrels were noted to have unknown contaminants. Additional testing required before disposal site accepts barrels.
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. Adding a hydration station in the MA building.
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. All work orders have been completed.
07/19	Agricultural Department	Housekeeping Overhead storage Blocked electrical panel Missing Safety Data Sheets	Draft report submitted to Sandya Kesoju to ensure concerns are addressed.
08/23	Assessment Center	Vents have dust/dirt/debris that flows out leaving a black residue on desks.	Maintenance to take a closer look at what is happening in the ductwork. In the meantime custodial staff tasked with cleaning vents. Since vents have been cleaned there has been no sign of

			residue on desks. Cleaning vents are now set up on a preventative maintenance plan.
09/24	B Building and Library	Unstable chairs	A sweep of both buildings to fix or remove chairs that are unstable and may create a fall hazard when used. Suggest safety tips in November for website and Hawk Talk on the importance of maintaining chairs.
10/21	P Building-P101	Review of cleaning requirements to meet Silica Exposure standards outlined in WAC 296-840.	Routine cleaning established by Arts Department and Custodial team to ensure the safety of students and staff. Facilities currently reviewing ventilation strategies for room.

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	No

					failure or disrepair.	
05/23	Student	Muscle Tear	Sports-related	NA	No	No
06/04	Employee	Struck with object	Stated that the overhead door got stuck, jerked on the door with the left hand and it came down quickly falling on right shoulder.	The 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	No

					safety equipment and training to play production.	
06/27	Employee	Strain	Industry risk	Wear PPE and change positions frequently for the repetitive physical task	No	Yes-Light duty/restrictions.
NA	Employee	Strain	Industry risk	Injury overtime	No	Yes-Light duty/restrictions.
08/13	Student	Fainted	Health-related	NA	No	No
08/14	Employee	Strain	Reaching	Practice good ergonomics	No	Yes-Light duty and missed work
08/15	Student	Fracture	Sports-related	NA	No	No
08/23	Employee	Strain	Lifting	Ask for help and follow proper lifting procedures	No	No
08/29	Employee	Cut	End of tape role and scraped finger on the dispenser.	Observe equipment and slow down.	No	No
09/10	Employee	Burn	Pulled Agar solution off the heat too late causing it to boil over.	PPE not adequate. Purchased new mitts and evaluate process for improvement.	Yes	Yes-Missed work.
09/24	Student	Fracture	Sports-related	NA	No	No
09/24	Student	Fainted	Health-related	NA	No	No
09/24	Student	Fall	Missed step	Pay attention to surroundings and wear proper footwear	No	No

09/25	Employee	Bee/wasp sting	Not wearing PPE	Evaluate the best time to spray and use of PPE.	Yes	No
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09/27	Student	Fall	Sports-related	NA	No	No
09/27	Employee	Bloodborne Pathogen Exposure	Unsafe storage, shards of glass poked through cardboard boxes.	Switch cardboard boxes with plastic boxes.	Yes	Yes-Medical
10/01	Student	Fall	Sports-related	NA	No	No
10/03	Student	Bloodborne Pathogen Exposure	Assisting in OR, specimen cup dropped and soaked through scrubs on to leg.	Evaluate the best time to spray and use of PPE.	Yes	No
10/08	Employee	Fall	Tripped over curve in parking lot.	Counseled to slow down and be aware of the surroundings.	Yes	Yes-Missed work
10/09	Student	Cut	Trying to get stone off the tray with lab knife and cut finger.	Counseled to use PPE such as utility gloves versus nitrile gloves and reviewed clinical protocols.	No	No

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. October 2019 reviewing Hazard Communication Plan with departments that have Safety Data Sheets. Reviewing eBinders by completing an inventory audit, to ensure chemicals on campus are reflected accurately online and a backup is available.