

**Columbia Basin College**  
**Environmental Safety and Health Committee**  
**Meeting Minutes**  
January 21, 2020

**I. Call to Order**

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

**II. Attendance**

The following persons were in attendance: Anissa Goehring, Andrea Leach, Carol Groce, Cheryl Klym, Cozette Phillips, Daniel Quock, Gregg Koelzer, Jessica Miller, Julie Saraceno, Katé Lyons-Holestine, Keri Lobdell, Levi Yencopal, Michelle Stewart, Miriam Fierro, Nick Robertson, Ralph Reagan, Sandya Kesoju and Spencer Roland.

**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
    - Annual graph included
3. Evaluate the Workplace Safety Program and Plans
  - a. See Addendum 3, attached rolling report

**IV. Action Items**

1. Moved introductions after reviewing of ES&H Charter.
  - a. Michelle Stewart briefly went over the ES&H Committee Orientation with a focus on the expectation of members outlined below:
    - Report employee suggestions and concerns at monthly meetings;
    - Communicate ES&H activities and outreach messages to the areas you represent;
    - Review monthly agenda with standard reports and provide feedback;
    - Attend monthly meetings; and
    - Review CBC Accident Prevention Program and supplemental plans annually.
  - b. Michelle Stewart outlined the Chairperson and Vice-Chairperson role as defined in the Charter. She requested during introductions to indicate if you are interested in either role.

2. During introductions, Ralph Reagan volunteered to stay on as the Chairperson, as long as no one else was interested. Cozette Phillips expressed interest in Vice-Chairperson. Since no other nominations, Committee agreed to accept self-nominations. Ralph Reagan will remain as Chairperson and Cozette Phillips will be the Vice-Chairperson for 2020.
3. Ways to increase awareness of the committee;
  - NEO Week – We present to new employees however Miriam suggests reaching out to existing staff with ES&H training events.
  - Social Media – Not defined
  - Student Activities – ASCBC, increase partnered events like the Winter Safety event.
  - Employee Contests – Not defined
  - Monthly safety tips in the Hawk Talk – Submit ideas to Julie Saraceno.
4. Following Sub-Committees defined:
  - a. ES&H 2021 Calendar using 12 Ergonomic Tips - Andrea Leach, Julie Saraceno, Miriam Fierro, and Nick Robertson.
  - b. National Events – Michelle Stewart to send out an email for volunteers per event.
  - c. T&L Breakout Sessions – Dan Quack, Ralph Reagan and Michelle Stewart
    - February – Winter Safety/Driving Safety
    - May – Emergency Preparedness and Occupational Safety
      - (i) Dan suggested “Food hosted by” event
        - Committee members at tables during lunch and/or breakfast.
        - Meet with the representatives of their employee classification.
        - Open Fitness Center after meals for wellness safety.
      - (ii) Other ideas from committee members
        - Agriculture Safety
        - Social Media/Phone use Safety
        - Self Defense training
        - Partner with Security and create a game like Jeopardy to test knowledge of the Emergency Handbook.
  - d. Review Accident Prevent Program and Supplemental Plans Effectiveness – Michelle Stewart to send out an email for volunteers.

## **V. Review and Evaluate**

Sandya reports that all safety issues in the Agriculture area outlined in the Safety and Health Inspection Report have been addressed except the overhead storage. Michelle Stewart set up a review of the area last week in January.

## **VI. Adjournment**

Ralph Reagan adjourned the meeting at 4 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	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 the disposal site accepts barrels. Identified cleaning solution, new waste profile created. Disposal complete in October.
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. December 2019 new process identified for Richland location.
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 the Arts Department and Custodial team to ensure the safety of students and staff. Facilities currently reviewing ventilation strategies for the room.
11/7	Foundation	The electrical panel blocked in the mechanical room.	Promotional items stored in the mechanical room removed.

**ADDENDUM 2**

<b>ACCIDENT REPORTS AND INVESTIGATIONS 2019</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>
01/11	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 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

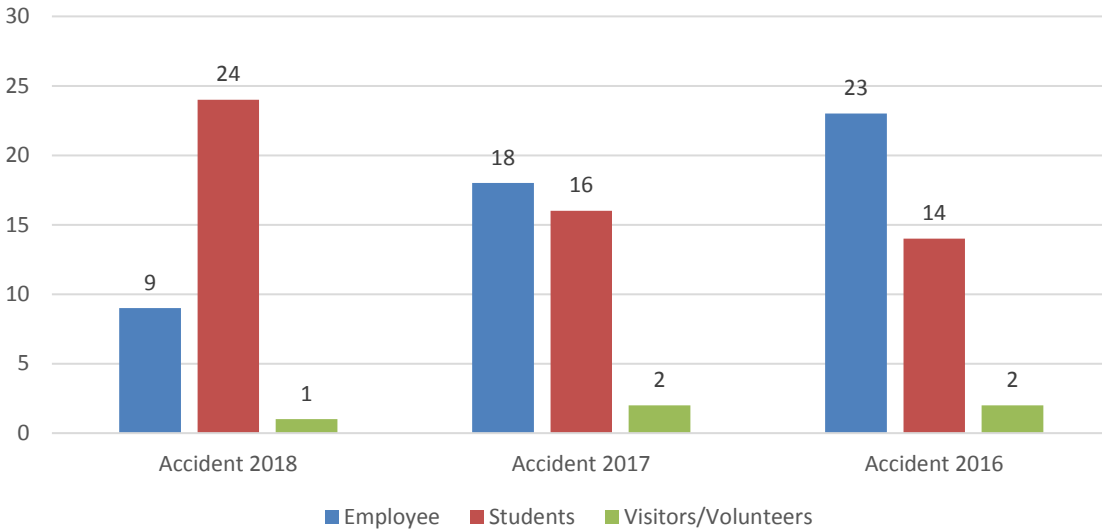
06/26	Employee	Fall	Standing on a chair with sandals.	Counseled to not stand on a chair to find a stable base.	Yes-Reviewed stage and offered safety equipment and training to play production.	No
06/27	Employee	Strain	Industry risk	Wear PPE and change positions frequently for the repetitive physical task	No	Yes-Light duty/restrictions.
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 the process for improvement.	Yes-Processor error. New process in place to eliminate risk.	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.	No	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.	No	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 the leg.	NA	No	No
10/08	Employee	Fall	Tripped over a curve in the parking lot.	Counseled to slow down and be aware of the surroundings.	No	Yes-Missed work
10/09	Student	Cut	Trying to get stone off the tray with a lab knife and cut finger.	Counseled to use PPE such as utility gloves versus nitrile gloves and reviewed clinical protocols.	No	No
11/04	Student	Fall	Health-related	NA	No	No

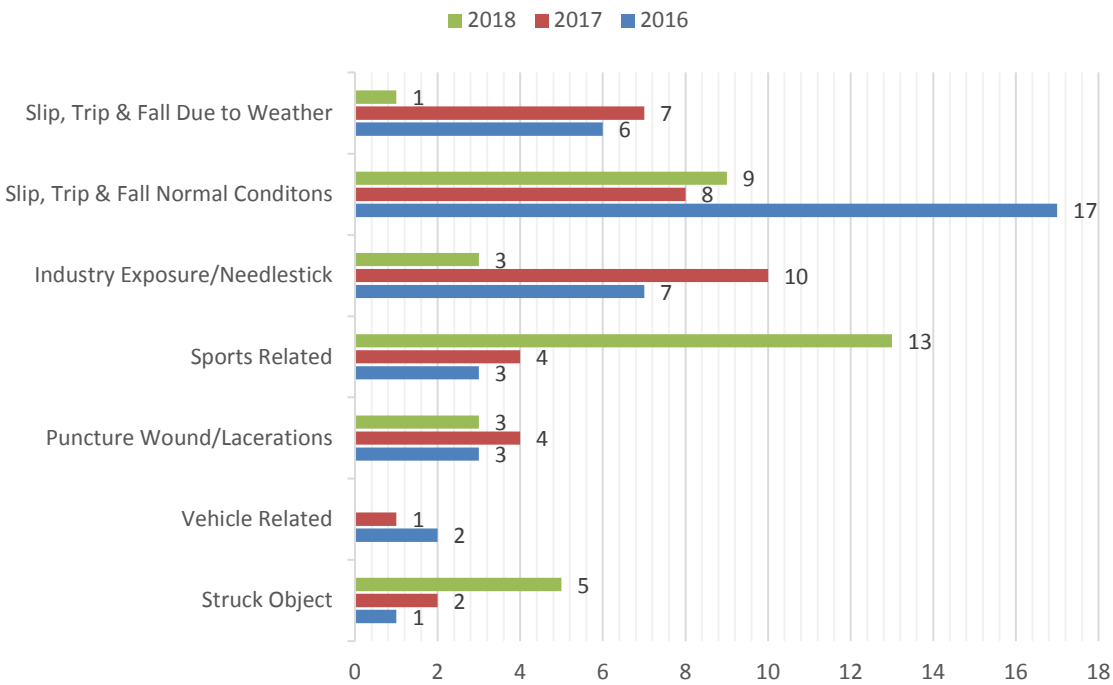


11/25	Employee	Fall	Tripped over wires underneath the desk.	Secured wires underneath the desk to prevent a tripping hazard.	Yes- Submitted IS help ticket to ensure wires stay secured. Help ticket completed 11/26/19	Yes-Missed work and Medical
12/17	Employee	Electrical Burn	Touched exposed rods while equipment was still plugged into an outlet.	Removed the demonstration equipment from the presentation due to no safety features.	Yes-User error but no safety features on equipment. Removed from service.	No
12/20	Employee	Cut	Used an X-Acto knife to cut the straps of the paper box and stabbed the inner thigh when lifting ream of paper out of the box.	Improper use of the X-Acto knife, instead of using scissors to cut the straps that bind box.	Yes-User error. Repeat training on proper use and storage of the X-Acto knife.	Yes-Medical

## 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>
12/27/2019	Accident Prevention Program	12/2019	Updated Charter for ES&H Committee to reflect employee election, create fillable and accessible appendices
07/11/2019	Bloodborne Pathogen Exposure Control Plan	07/2019	Updated Implementation of Exposure Control Plan/Contact Names and Numbers. Refresher training provided for Plant Operations Personnel, Chemistry and Biology Departments.
06/01/2019	Confined Space Entry Plan	6/2019	Updated logo
06/01/2019	Control of Hazardous Energy Plan (Lockout/Tagout)	06/2019	Updated logo
06/01/2019	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. No changes at this time.