

Safety Committee Meeting Minutes

DATE: November 13, 2017

OPERATIONAL BUSINESS

Topic:	Attendance		
Members Present:	<input checked="" type="checkbox"/> (C) Betty Lunceford <input checked="" type="checkbox"/> (NT) Maria Ales <input checked="" type="checkbox"/> Chuck Davis <input checked="" type="checkbox"/> Eric Davis <input type="checkbox"/> Dave Ernevad <input checked="" type="checkbox"/> Michael Faucette	<input checked="" type="checkbox"/> Kerry Kakigi <input type="checkbox"/> Theryn Kigvamasudvashti <input checked="" type="checkbox"/> Frank Mestemacher <input checked="" type="checkbox"/> Krystal Nash <input checked="" type="checkbox"/> Erik Oberholtzer <input checked="" type="checkbox"/> Hisham Othman	<input checked="" type="checkbox"/> Adam Russell <input checked="" type="checkbox"/> Shiro Vance <input checked="" type="checkbox"/> Tracey Yorker <input type="checkbox"/> Quorum Attained*
Meetings Type:	<input type="checkbox"/> Conference Call	<input checked="" type="checkbox"/> In Person: BE 4180A	
Guests:	Cecilia Jimenez, Orson Williamson		

* Quorum is attained at 6 members – at least 1 employer-selected AND an equal or greater number of employees to students.

Topic:	Call to Order
Discussion:	Betty Lunceford welcomed everyone and brought the meeting to order at approximately 2:00PM.

Topic:	Approval of Minutes – October 23, 2017		
Discussion:	Membership unanimously approved the minutes.		
Referred to:			
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

STANDING AGENDA

Topic:	Standing Agenda Items
Discussion:	<ol style="list-style-type: none"> Review health and safety inspection reports to help correct hazards. <ul style="list-style-type: none"> Discussion on training – for employee safety Evaluate incident and hazard reports/investigations conducted since last meeting and determine if the cause(s) of the unsafe situation(s) was identified and corrected. <ul style="list-style-type: none"> 3 new incidents since the last meeting. See Report attached, reflecting data through 11/6/17. Evaluate Employee Health and Safety Plan and discuss recommendations for improvement, if needed. This includes the discussion of department and campus-specific safety plans. <ul style="list-style-type: none"> Krystal is working on a plan to present to the cabinet Discussion on best way to get information out to community and get input Request for feedback to get training to campuses Discussion regarding the need to have BoT approve policies
Action:	Get clarification on Policy rules for the District and bring back to committee. Policy vs procedure clarification. Betty confirmed that Policies must be approved by BoT, but Procedures are approved by Executive Cabinet, and don't require BoT approval.



Safety Committee Meeting Minutes

Referred to:	Betty Lunceford		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled
Recommendation:	Adopt Central Employee Health and Safety Plan across District. Recommend Krystal present idea to EPAC at next meeting - scheduled January 31, 2018.		

UPDATES

Topic:	Updates – New Sharps Boxes in Harvard Garage		
Discussion:	<ul style="list-style-type: none"> Sharps boxes installed in garage 10/24/2017. Discussion and questions: Is the procedure regarding how to handle needles known throughout campus? Ideas – send reminders more frequently; Possibly develop a Canvas training video. 		
Action:			
Referred to:	Krystal Nash		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Updates – Automated External Defibrillators (AEDs)		
Discussion:	<ul style="list-style-type: none"> All AEDs now have pads and batteries at Central, SMA, WTC, and SVI and DO No funding to add additional AEDs at this time. Next meeting – discuss better signage, how to use, where to best place what we have. 		
Action:			
Referred to:	Krystal Nash		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

NEW BUSINESS

Topic:	New Business – Bylaws Review/Discussion		
Discussion:	<ul style="list-style-type: none"> Addition – for unions to nominate up to 2 Clarification on ‘vacancy’ for position. Manager of EHS, Director of Public Safety, and VPA requests to be notified of any bylaws changes to ensure committee charge is maintained. Attendance – missing 3 meetings can be asked by Chair to vacate spot on committee Questions regarding membership – elected members vs self-appointed members - how this affects possible voting on initiatives? 		
Action:	Send out a word doc to track changes to bylaws for next meeting.		
Referred to:	Betty Lunceford		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	New Business – First Aid/CPR Training		
Discussion:	<ul style="list-style-type: none"> Is there a training schedule? Maritime and WTC encourage training for staff and students. Preferred to have trainers be provided by college staff rather than contract out to an independent company 		



Safety Committee Meeting Minutes

Action:	Check with Allied Health for possible CPR training		
Referred to:	Betty Lunceford		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	New Business – Status of Emergency Call Stations (“Blue Phones”)		
Discussion:	<p>Question about why the call buttons on the emergency call stations were decommissioned:</p> <ul style="list-style-type: none"> • Since Central no longer has 24/7 security, a decision was made to remove the call buttons on the external call boxes as no Campus Security would respond after hours. • There are still two functioning call boxes in the Fine Arts building. One is located in the lobby and the other is on the 4th floor. It will dial Security directly when pushed. 		
Action:			
Referred to:			
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	New Business – OSHA and WISHA – how are they different?		
Discussion:			
Action:	This agenda item was pushed to the December meeting.		
Referred to:			
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

OPERATIONAL BUSINESS CONTINUED

Topic:	Closing & Adjournment		
Discussion:	The committee concluded discussion.		
Action:	The meeting adjourned at approximately 3:00PM.		
Next Meeting:	The next meeting is scheduled for Monday, December 11, 2017 at 2PM in room 4180A.		



Monthly Incident Report

Type of Report		Jan 2017 – 12/04/17	Employee	Student	Visitor
1	Contusion/Bump/Bruise	4	3	1	0
2	Cut/Laceration/Puncture	5	3	1	1
3	Burn/Sting/Bite	1	1	0	0
4	Lost Consciousness/Fainted/Seizure	0	0	0	0
5	Muscle Sprain/Strain	4	4	0	0
6	Ergonomics/RMI	0	0	0	0
7	Fracture or Broken Bone(s)	0	0	0	0
8	Needlestick/BBP/OPIM	0	0	0	0
9	Slip, Trip, Fall	4	4	0	0
10	Other Medical/Health	1	1	0	0
11	Foreign Object in Eye	0	0	0	0
12	Auto Damage – No Injury	0	0	0	0
13	Chest Pain	0	0	0	0
14	Over Exertion/Dehydration	0	0	0	0
15	Property Damage	1	1	0	0
16	Chemical Exposure	4	1	3	0
17	Allied Health Incident	0	0	0	0
18	Miscellaneous Incident	4	0	3	0
19	Workplace Hazard	14	8	0	0
TOTAL		42	26	8	1

Location of Incident/Reported Hazard			
1	Broadway Campus	40	Jan – 6 Feb – 3 Mar – 3 Apr – 8 May – 3 June – 0
2	Health Education Center	0	
3	Seattle Maritime Academy	1	
4	Seattle Vocational Institute	0	
5	Wood Technology Center	0	
6	Other Location – Off Site	1	
TOTAL		42	July – 5 Aug – 6 Sept – 1 Oct – 6 Nov – 1 Dec – 0

Useful Definitions (taken from the Employee Health and Safety Plan):

1. Major Injury: an injury sustained that results in a fatality, in-patient hospitalization, amputation, or loss of eye(s).
2. Minor Injury: an injury sustained that requires emergency medical treatment that could include, but is not limited to, a bone break or fracture, burn, or laceration; or an injury that required a visit to an employee's personal doctor or an out-patient clinic.
3. Work-Related Illness: includes both acute and chronic illness due to a chemical or environmental exposure at work that could include, but is not limited to, skin disease, respiratory disorder, or poisoning.
4. Near-miss: an incident that could have resulted in injury or resulted in injury that either did not need medical treatment or could be self-treated with the contents of a workplace first aid kit.
5. Workplace Hazard: any condition or process identified by an individual that has either immediate or future potential to cause a workplace injury, illness, or near-miss.



Monthly Incident Report

	EHSP Classification	Description
1	Workplace Hazard	<p>Employee reported the HVAC was not working on the 3rd floor of the SAM building. Employee reported suffering a headache they believed was due to not having ventilation in the lab workspace. The headache resolved about 30 minutes after HVAC functionality was returned.</p> <ul style="list-style-type: none">- Days between incident and report: 0 (Reported Same Day)- Facilities believes the service interruption was caused by a power protection device on the 3rd floor air handling unit. No monitoring software displayed an error or faults at the time of the service disruption.- Issue appears unrelated to high temperatures reported on SAM 3rd floor periodically (3-4 times) between June and September 2017.

Follow-up/Resolution:

EHS has requested an Incident Report for the response to the BE flood but has not received documentation to date (approximately 9 weeks post-incident).

Workplace Hazard – Re: #2 on 11/13/2017 meeting report. SAM carpet hazard. There are rips and bubbles in the carpet that pose a trip hazard. New WOs have been submitted (2152 for SAM 101, 2153 for SAM 102, 2154 for SAM 103, 2155 for SAM 105) to tape the seams down. Carpet tape was purchased to minimize bubbling but will not be used. The bottom side of the carpet is too degraded for it to stick. EHS will assess the carpet after tape has been laid down to see if hazard still exists due to carpet bubbling and rippling.

Near-miss – Re: #3 on 11/13/2017 meeting report. Incident report has been submitted for scuffle with suspect. Employee has not missed work due to injury but the time between the incident and report was (approximately) 5 weeks.