## MINUTES: SAFETY COMMITTEE MEETING, NOVEMBER 14, 2016

#### **OPERATIONAL BUSINESS**

Topic:	Attendance		
Members Present:	🗆 Andre Loh	🛛 Dana Maestas	🛛 Krystal Nash
	🛛 Betty Lunceford	(Committee Chair)	🗌 Kristina Sawyckyj
	Bruce Riveland	🛛 David Ernevad	Moreland
	🛛 Christian Kinlin	🛛 David Sandler	🛛 Linda Bruton
	🛛 Chuck Davis	🗌 Elman McClain	🛛 Michele Quinn
	🛛 Cody Roldan	🗆 Jeff Keever	🖾 Susan Tokheim
			⊠ Quorum Attained*
Meetings Type:	Conference Call	🗌 In Person: BE 4180A	
Guests:	Joel Workinger (Filing in for Elman McClain)		

\*Quorum attained when the number of employee selected members are greater than or equal to the employer selected members.

Topic:	Call to Order
Discussion:	Dana Maestas welcomes everyone and brought the meeting to order at
	approximate 2:05p.

Topic:	Approval of Minutes – 05/09/16, 06/13/16, 10/24/16			
Discussion:	Chuck Davis moved to approve the minutes. Linda Bruton seconded the			
	motion. All approved.			
Action:	The minutes were approved for May, June, and October.			
Referred to:	N/A			
Status:	□ Open ⊠ Closed □ Tabled			

## STANDING AGENDA

Topic:	
Discussion:	1. Evaluate accident reports/investigations conducted since last meeting,
	and determine if the cause(s) of the unsafe situation(s) was identified
	and corrected.
	a. Faculty, MAC locker room, slipped stepping out of shower
	b. Trip hazards in piano room (electrical wires on floor)
	c. Elevator 7 malfunctioned ("worst on campus"), and no way to
	shut off elevators.
	i. Elevator resets when it is shut off. We don't shut it off
	because we need the data to know what went wrong.
	2. Evaluate workplace accident and illness prevention program, and
	discuss recommendations for improvement, if needed.
	a. Shower mats were purchased for slippery areas outside of
	showers.
	b. There are floor covers available for wires.
	c. There are capital funds to fix elevators.
Action:	N/A



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Referred to: N/A

### NEW BUSINESS

Topic:	Ac	cident Prevention Plan (A	APP)		
Discussion:	1.	APP has a new name because we are moving away from the word			
		"accident". It is now called the Employee Health and Safety Plan			
		(EHSP).			
			e a district wide EH&S offi		
		separate plan	for each college. Howeve	er, this could be the	
		starting point f	for a district wide plan.		
			lso need to be included o		
	2.	A question came up if	new employees will cove	r these topics during	
		•	. Chuck Davis brought thi	is up to district, and it	
		seems it isn't because	seems it isn't because risk is viewed to be low.		
Action:	1.	Chuck makes a motion that we make the edits and make			
		recommendations for adoption to the president's cabinet. Linda			
		Burton seconds. All approve.			
	2.	Make updates/edits to EH&S Plan.			
	3.	Write a recommendation to the President's Cabinet, forward to Dana			
		Maestas, and direct to	Bruce Riveland.		
Referred to:	1.	N/A			
	2.	Krystal Nash			
	3.	Chuck Davis			
Status:		🛛 Open	□ Closed	Tabled	

Topic:	Areas of Refuge - Dave Ernevad		
Discussion:	<ol> <li>We are not required to have intercoms, but we can still implement them. After putting up more signs we can look into installing taco (phone) style, emergency call boxes.</li> <li>Dave E. has also put in a work order to check pull weights and closing times of doors in areas of refuge.</li> </ol>		
Action:	N/A		
Referred to:	N/A		
Status:	□ Open		

Topic:	Sharps Containers		
Discussion:	Krystal N. and others key members have put together a plan to collect data.		
	<ol> <li>There is a log for different areas of interest/hotspots. The custodial manager is coming up with an inventory of these areas.</li> <li>There will be training for individuals who a dealing with needles (blood borne pathogens).</li> </ol>		
Action:	Need to add the District Office to the email list.		
Referred to:	Dana Maestas		
Status:	🗆 Open	⊠ Closed	🗆 Tabled

Topic:	Evacuation Plans and Committees
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Discussion:	Elman is not present for updates, but Joel mentioned we do have equipment. There are radios and other gear. Individuals (floor monitors)			
	also need to be trained, but there isn't a timeline.			
Action:	Table discussion for next time.			
Referred to:	N/A			
Status:	□ Open □ Closed ⊠ Tabled			

Topic:	A-Boards – Michele Quinn		
Discussion:	<ol> <li>A-Boards are impeding exits, and have the potential to cause many issues for evacuation.</li> <li>Boards are owned by different groups, the MAC, writing center, student leadership, etc.</li> </ol>		
Action:	Contact Information Central and let them know about the board hazards.		
Referred to:	Linda Bruton		
Status:	🛛 Open	Closed	🗆 Tabled

Topic:	Safety Committee Website				
Discussion:	1. We're looking into a	1. We're looking into a Safety Committee website as a way to make			
	information more ac	information more accessible. This would be a way to share safety			
	information, minutes	information, minutes, committee contacts, etc.			
	2. In addition, it would	2. In addition, it would be a way for other to report safety concerns			
	electronically, maybe even anonymously. This could reach a large				
	population and help determine more issues (and patterns).				
Action:	Bring it up with the web team, and determine the likelihood of a safety				
	committee website (maybe even connected to an EH&S website).				
Referred to:	David Sandler				
Status:	🛛 Open	🛛 Open 🛛 Closed 🗌 Tabled			

Topic:	Bricks on Campus.			
Discussion:	1. No updates. It would be costly to remove/replace brick. Power-			
	washing problematic areas more often seems to have lessened			
	incidents.			
	2. Report bricks that are missing			
	a. Put in a Megamation work order with Facilities.			
Action:	Keep track of reports of missing bricks.			
Referred to:	Krystal N.			
Status:	□ Open			

Topic:	Satellite Campus Integration into Safety Committee		
Discussion:	Krystal wanted to discuss if we have any ideas of how to get other campuses involved. There are safety committees on the other campuses, and it would be interesting to collect and combine information from other safety-typed committees.		
Action:	Find contacts at each of the satellites.		
Referred to:	Krystal N.		
Status:	🛛 Open	Closed	□ Tabled



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Topic:	AEDs on Campus		
Discussion:	1. Pin and public safety are updating the inventory of AEDs on campus.		
	We are looking into getting more information on those (potentially		
	making videos of how to use them), and how to distribute that		
	information.		
	a. This is another reason the EH&S website would be useful.		
	2. A green light on the corner of AEDs means it's probably working. A red		
	or beeping sound probably means something is wrong, so let public		
	safety know.		
Action:	N/A		
Referred to:	N/A		
Status:	🗆 Open	⊠ Closed	Tabled

Topic:	Electric Wheelchair/Scooters on Campus		
Discussion:	It was mentioned that individuals in wheelchairs/scooters are		
Action:	Contact Disability Support Services and ask if those in/on		
	wheelchairs/scooters can go with the flow of foot traffic.		
Referred to:	Linda Bruton		
Status:	🛛 Open		Tabled

Topic:	Use of Space Guidelines		
Discussion:	Are there any policies regarding covering up windows and reducing visibility, and or general guidelines of the use of space? And can we make a compromise between safety and privacy? We should look into this.		
Action:			
Referred to:	Krystal N.		
Status:	🛛 Open	Closed	□ Tabled

Topic:	Mice in Various Locations on Campus		
Discussion:	This is a problem campus wide, exterminators have surveyed parts of		
	campus.		
Action:	N/A		
Referred to:	N/A		
Status:	🗆 Open	Closed	🛛 Tabled

## **OPERATIONAL BUSINESS CONTINUED**

Topic:	Closing & Adjournment
Discussion:	The committee concluded discussion.
Action:	The meeting adjourned at approximately 3:00 pm
Next Meeting:	The next meeting is scheduled for Monday, December 12, 2016 at 2:00p in
	BE 4180A.