

MINUTES: SAFETY COMMITTEE MEETING, JANUARY 9, 2017

OPERATIONAL BUSINESS

Topic:	Attendance		
Members Present:	<input type="checkbox"/> Betty Lunceford <input checked="" type="checkbox"/> Christian Kinlin <input checked="" type="checkbox"/> Chuck Davis <input checked="" type="checkbox"/> Cody Roldan <input checked="" type="checkbox"/> Dana Maestas (Committee Chair)	<input checked="" type="checkbox"/> David Ernevad <input checked="" type="checkbox"/> David Sandler <input checked="" type="checkbox"/> Elman McClain <input type="checkbox"/> Jeff Keever <input checked="" type="checkbox"/> Krystal Nash	<input checked="" type="checkbox"/> Kristina Sawyckyj Moreland <input checked="" type="checkbox"/> Linda Bruton <input checked="" type="checkbox"/> Michele Quinn <input checked="" type="checkbox"/> Susan Tokheim <input checked="" type="checkbox"/> Quorum Attained*
Meetings Type:	<input type="checkbox"/> Conference Call	<input checked="" type="checkbox"/> In Person: BE 4180A	
Guests:	Heather Emlund (Substituting for Betty Lunceford).		

*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 welcomed everyone and brought the meeting to order at approximate 2:01 pm.

Topic:	Approval of Minutes – December 12, 2016		
Discussion:	Members moved to not approve the minutes, and tabled for the next meeting.		
Action:	The minutes were tabled for the next meeting.		
Referred to:	Safety Committee.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

STANDING AGENDA

Topic:	Standing Agenda Items
Discussion:	<ol style="list-style-type: none"> 1. Evaluate accident reports/investigations conducted since last meeting, and determine if the cause(s) of the unsafe situation(s) was identified and corrected. <ol style="list-style-type: none"> a. Very few incidents incidents reported (campus essentially closed). 2. Evaluate workplace accident and illness prevention program, and discuss recommendations for improvement, if needed. <ol style="list-style-type: none"> a. Krystal wanted to brainstorm a way to summarize incidents clearly and effectively. Provided an overview of data, attached in Appendix. b. Additional information was suggested: <ol style="list-style-type: none"> i. What are the costs associated with incidents? <ol style="list-style-type: none"> 1. Are we able to get this information? ii. What are the severity of incidents? iii. What are the incidents? In case someone is interested in seeing them. c. The process of tort claims:



	<ul style="list-style-type: none"> i. The claims first go under investigation. ii. If college is at fault, the costs come out of the state funds (not the college). iii. Employees can file Tort claims too. 		
Action:	Krystal N. will draft a template for what future reports will look like.		
Referred to:	Krystal Nash		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

NEW BUSINESS

Topic:	Sharps Containers/Needle Disposal		
Discussion:	<p>Data was collected from October 2016 (about 70 days). This is the first reflection of what needle collection looks like. Please see supplemental information (attached below) for more details.</p> <p>Questions/Suggestions:</p> <ol style="list-style-type: none"> 1. Are sharps containers helping or are they drawing users to these areas? <ul style="list-style-type: none"> a. Probably a worthy investment to install them, and compare data before and after installing containers. 2. EH&S potentially found a disposal container that is more durable. They are also about a quarter of the cost. 3. Do we know what Seattle University (another institution in the area) is doing? <ul style="list-style-type: none"> a. Maybe not a useful comparison because of the kind of (open, urban) campus Seattle Central is. Also SU is a private institution. 4. This is still no containers in DSS. Linda Bruton has requested a box in the DSS office. 5. Need policy in place so we know where to install containers. 		
Action:	<ol style="list-style-type: none"> 1. Keep collecting data. <ul style="list-style-type: none"> a. Get feedback from Jim, since he is handling them more. 2. Move to buy cheap, durable receptacles, and put them in strategical places. <ul style="list-style-type: none"> a. Check them more frequently (daily). 3. Order a container for DSS services. SAM will donate their larger one to Safety and Security Office. Smaller one can go to DSS. 		
Referred to:	<ol style="list-style-type: none"> 1. Krystal Nash 2. Facilities 3. Dana Maestas, Krystal Nash, Linda Bruton 		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Incident Reports Fillable Online		
Discussion:	<p>Are Incident Reports accessible and fillable (online)?</p> <p>Linda is reviewing the form and ensuring it meets accessibility standards. There are a lot of check boxes, so this may take some time.</p>		
Action:	Linda B will update us when this is complete and ready for use.		



Referred to:	Linda Bruton.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	Employee Health and Safety Plan Approved?		
Discussion:	Has the Employee Health and Safety Plan been approved? Chuck is certain, but not confident. Bruce Riveland may have sent out an email.		
Action:	Dana M. will send Bruce Riveland an email to confirm.		
Referred to:	Dana Maestas.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Status of the Safety Committee Website		
Discussion:	It is almost ready to go, and will be part of Environmental Health & Safety page. Incident Reports will be here, as well as, contacts and meeting minutes. It was also suggested that we bring the new Incident Report to EPAC.		
Action:	<ol style="list-style-type: none"> 1. Check website for any edits. Then it can go live. 2. Ask about linking the website to the Emergency Preparedness (EPAC) website. 		
Referred to:	Krystal Nash.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Safety Meeting Minutes from Other Campuses		
Discussion:	Do other satellite campuses have minutes available? As of now: <ol style="list-style-type: none"> 1. Maritime does. The contact is Eric Davis. 2. Wood tech does, but minutes are informal. 3. SVI and PacMed doesn't. <p>Suggested we include something in the bylaws about satellite campuses.</p>		
Action:	Include satellite campuses in bylaws on the next update.		
Referred to:	Seattle Central Safety Committee.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	Evacuation Plans and Floor Monitors Status		
Discussion:	Elman has been on leave, and is now available to update us on PSAC (Public Safety Advisory Committee). He will re-establish the task force shortly, and is currently gathering a working list of floor monitors. The next floor monitor training will be at North campus (date TBA). The new task force will also try to appeal to more students and women.		
Action:	Elman will help create a robust floor monitor plan, and will put out an email by the end of this week.		
Referred to:	Elman McClain.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled



Topic:	Wheelchair/Scooter Speeds		
Discussion:	Is there a policy regarding the speeds at which wheelchairs/scooters go, on campus?		
Action:	Linda B. will update us after the meeting.		
Referred to:	Linda Bruton.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	Skateboarders On Window Sills		
Discussion:	There have been more skateboarders sliding on window sills, on the Broadway side of BE. Michele Quinn mentioned there used to be pegs on window sills that prevented skateboarders from doing this. However, they keep getting removed.		
Action:	Seattle Central, again, is a unique campus due to its location, which makes it difficult to deal with situations such as these. Keep reporting when Skateboarders are using these areas. Maybe the constant determent will keep make those window sills less appealing.		
Referred to:	N/A		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

OPERATIONAL BUSINESS CONTINUED

Topic:	Closing & Adjournment		
Discussion:	The committee concluded discussion.		
Action:	The meeting adjourned at approximately 2:58 pm		
Next Meeting:	The next meeting is scheduled for Monday, February 13, 2017 at 2:00p in BE4180A.		

Type of Accident/Incident		YTD / 2016 6-1-16 thru 12-31-16	Employee	Student	Visitor
1	Contusion/Bump/Bruise	5	4	1	0
2	Cut/Laceration/Puncture	8	3	4	1
3	Burn/Sting/Bite	1	0	1	0
4	Lost Consciousness/Fainted/Seizure	1	0	1	0
5	Muscle Sprain/Strain	3	3	0	0
6	Ergonomics/Repetitive Motion Injury	1	1	0	0
7	Fracture or Broken Bone(s)	0	0	0	0
8	Needlestick/BBP Exposure/OPIM	1	1	0	0
9	Slip, Trip, Fall	14	10	3	1
10	Other Medical/Health Incident	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	1	1	0	0
14	Heat-Related/Over Exertion/Dehydration	0	0	0	0
15	Property Damage	0	0	0	0
16	Chemical Exposure	5	1	4	0
17	Allied Health Incident	0	0	0	0
18	Miscellaneous Incident	1	1	0	0
19	Workplace Hazard	7	5	0	0
TOTAL		49	31	14	2

Location of Accident/Incident		YTD / 2016 6-1-16 thru 12-31-16
1	Central Campus	41
2	District Office	1
3	Health Education Center	1
4	Seattle Maritime Academy	1
5	Seattle Vocational Institute	2
6	Wood Technology Center	3
7	Other Location – Off Site	0
TOTAL		49

MONTH	TOTAL INCIDENTS
JAN	4
FEB	5
MAR	4
APR	5
MAY	4
JUNE	5
JULY	3
AUG	5
SEPT	3
OCT	5
NOV	3
DEC	3
TOTAL	49

Sharps Collection Data 10/27/2016 to 1/4/2017

Location	AUX	CS	PSL	PS	TOTAL
Bookstore				23	23
BE - Inside					
BE - Outside					
BPH				1	1
MAC					
North Plaza				3	3
PG/General			10	26	36
PG/L1	8				8
PG/L2	14				14
PG/L3	10				10
PG/L4	1				1
PG/Back Exit Gate	2				2
PG/Back Porch	6				6
PG/Back Stairs	5				5
PG/Boylston	2				2
PG/Harvard	13				13
PG/Hot Mammias	4				4
PG/Side Stair					0
PSL/Garden			2		2
SAM				2	2
South Lawn				12	12
Support Services				25	25
Unknown	2		1		3
TOTAL	67	0	13	92	172

Parking Garage	101
Support Services	25
Bookstore	23