

MINUTES: SAFETY COMMITTEE MEETING, FEBRUARY 13, 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 type="checkbox"/> Elman McClain <input type="checkbox"/> Jeff Keever <input checked="" type="checkbox"/> Krystal Nash	<input type="checkbox"/> Kristina Sawyckyj Moreland <input type="checkbox"/> Linda Bruton <input 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: BE4180A	
Guests:	Shiro Vance (Substitute 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 welcomed everyone and brought the meeting to order at 2:00 pm. Chuck Davis and David Ernevad left at approximately 2:30 pm (for another scheduled meeting).

Topic:	Approval of Minutes – January 9, 2017		
Discussion:	Chuck Davis moved to approve the minutes. David Sandler seconded the motion. All approved.		
Action:	The minutes were approved.		
Referred to:	N/A		
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"> 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. 7 incidents, split between near miss and minor injuries (see supplemental information). 2. Evaluate workplace accident and illness prevention program, and discuss recommendations for improvement, if needed. <ol style="list-style-type: none"> a. The chemical hood of interest in Science and Math (SAM) is being evaluated. 		
Action:	Evaluate the chemical hood of interest in SAM.		
Referred to:	Christian Kinlin, Dana Maestas, Krystal Nash.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled



NEW BUSINESS

Topic:	Tables in Crowded Hallways		
Discussion:	<p>During the first week of the winter quarter, there were tables stacked on both sides of the hallway for student tabling (groups, clubs, etc.). This may be an issue in the case of an emergency, especially in certain locations (near the registration office, near the bathrooms, etc.). Please see the photos in the supplemental information (attached below, figures 1-3) for more details.</p> <p>Chuck Davis made suggestions for alternative locations, such as the atrium, which is near the original locations. However, Ty Pethe would like to use the current location, and bring the fire marshal in to reevaluate the location.</p> <p>Chuck suggests that we don't need to bring in the local authorities, and makes a motion that we recommend to President's Cabinet to remove problematic (table) locations from 25Live.</p>		
Action:	Make a recommendation to the President's Cabinet to delete problematic locations.		
Referred to:	Dana Maestas		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Bathroom Cleanliness		
Discussion:	<p>Michele Quinn requested we discuss bathroom cleanliness. However, we are unsure if any bathrooms in particular are of interest (Michele absent).</p> <p>Dave Ernevad did mention renovations are planned for bathrooms on the 3rd floor of BE.</p>		
Action:	Table conversation for next meeting, or until we are sure of what bathrooms Michele would like to discuss.		
Referred to:	N/A		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	Slip Hazards Caused by Posters on the Floor		
Discussion:	<p>Kristina Sawyckyj Moreland requested we discuss potential slip hazards that are caused by posters that fall onto floors.</p> <p>It was mentioned we should pick up fallen posters and throw them away when possible.</p>		
Action:	Table this conversation for when Kristina is present.		
Referred to:	N/A		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	Possible Expansion of the Safety Committee's Responsibility		
Discussion:	We would like to start a conversation about the scope of the Safety Committee.		



	<ol style="list-style-type: none"> 1. Can the Safety Committee expand to include items that are not currently covered under this safety committee (industrial and environmental) or the Clery Act (personal safety and criminal activity)? Or do we need a third committee? 2. Our bylaws don't restrict it as long we define it in our scope. If included, the Safety Committee could/would be a hub for safety of all kinds. <p>The overall mood seems to be we shouldn't create another committee, for there's always the possibility of overlapping scopes and efforts.</p> <ol style="list-style-type: none"> 1. Would it be a task committee or subcommittee? 2. Maybe make it another standing agenda item, from Public Safety. 3. How do we organize it to make it useful?
Action:	Save this conversation for our next meeting, for more discussion.
Referred to:	N/A
Status:	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Tabled

OPERATIONAL BUSINESS CONTINUED

Topic:	Closing & Adjournment
Discussion:	The committee concluded discussion.
Action:	The meeting adjourned at approximately 2:55 pm
Next Meeting:	The next meeting is scheduled for Monday, March 13, 2017 at 2:00p in BE4180A.

Type of Report		Jan 2017 – 2/13/17	Employee	Student	Visitor
1	Contusion/Bump/Bruise	1	1	0	0
2	Cut/Laceration/Puncture	1	0	1	0
9	Slip, Trip, Fall	2	2	0	0
16	Chemical Exposure	2	1	1	0
19	Workplace Hazard	1	0	0	0
TOTAL		7	4	2	0

Location of Incident/Reported Hazard			Jan – 6
1	Central Campus	7	Feb – 1
TOTAL		7	

	EHSP Classification	Description
1	Minor Injury	Employee was moving furniture on a low clearance cart. While pulling the cart by the front handle it picked up speed on a slope and struck the back of his left leg at the ankle.
2	Workplace Hazard	26 sharps (discarded needles) were dropped off at Public Safety in an envelope from the Harvard Garage.
3	Minor Injury	Employee slipped and fell in the hallway. Went to ER; fractured L radius and contused coccyx.
4	Near-miss	Employee was exposed to unidentified chemical in fume hood; Acute tingling/burning sensation on hand – no lasting effect. (Discovery of Workplace Hazard/Policy Gap)
5	Near-miss	Student was adding (0.5%) copper sulfate from a dropper bottle to test tubes. The container “ruptured” and the student’s hands/face were “covered” with the solution. Student was wearing eye protection and gloves. Eyewash utilized. Solution <i>did not</i> make contact with eyes.
6	Minor Injury	Student cut their palm with a scalpel during class dissection. Went to Swedish ER; 13 stitches required.
7	Near-miss	Employee was walking out of the parking garage and fell. They slipped on ice on the sidewalk and reported some bruising. (Email report only.)

<u>Follow-up/Resolution:</u>

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.



Figures 1 – 3. Photos of Problematic Areas in BE Hallway for Student Tabling