

## MINUTES: SAFETY COMMITTEE MEETING, MARCH 13, 2017

### OPERATIONAL BUSINESS

<b>Topic:</b>	Attendance		
<b>Members Present:</b>	<input checked="" type="checkbox"/> Betty Lunceford <input type="checkbox"/> Christian Kinlin <input type="checkbox"/> Chuck Davis <input checked="" type="checkbox"/> Cody Roldan <input type="checkbox"/> Dana Maestas (Committee Chair)	<input type="checkbox"/> David Ernevad <input checked="" type="checkbox"/> David Sandler <input type="checkbox"/> Elman McClain <input checked="" type="checkbox"/> Jeff Keever <input checked="" type="checkbox"/> Krystal Nash	<input 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*
<b>Meetings Type:</b>	<input type="checkbox"/> Conference Call	<input checked="" type="checkbox"/> In Person: BE4180A	
<b>Guests:</b>			

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

<b>Topic:</b>	Call to Order
<b>Discussion:</b>	Cody Roldan (Dana Maestas absent) brought the meeting to order at approximately 2:00p.

<b>Topic:</b>	Approval of Minutes – February 13, 2017		
<b>Discussion:</b>	Chuck Davis moved to approve the minutes with the premise the hallway photos of problematic tabling areas would be included. Davis Sandler seconded the motion. All approved.		
<b>Action:</b>	The minutes were approved.		
<b>Referred to:</b>	N/A		
<b>Status:</b>	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

### STANDING AGENDA

<b>Topic:</b>	Standing Agenda Items
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>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"> <li>a. There were 2 new incidents since the last meeting (described in Supplemental Information below).</li> <li>b. Michelle Quinn also submitted work requests and mentioned there hasn't been responses to these safety related requests.</li> </ol> </li> <li>2. Evaluate workplace accident and illness prevention program, and discuss recommendations for improvement, if needed.           <ol style="list-style-type: none"> <li>a. Facilities and Maintenance often have long lists of requests, but safety requests should move up in queue. If there is no response, submit another facilities work request (remember to select type as "Health/safety") and directly email Facilities, if necessary.</li> </ol> </li> </ol>
<b>Action:</b>	N/A
<b>Referred to:</b>	N/A



<b>Status:</b>	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled
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## NEW BUSINESS

<b>Topic:</b>	Tables in Crowded Hallways – Continued.		
<b>Discussion:</b>	<p>There has been discussion about the issues caused by student tabling (groups, clubs, etc.) in certain locations (near the registration office, bathrooms, etc.) and moving them to alternative locations to allow for easier egress during emergencies.</p> <p>It was suggested to move certain tables into the atrium and spillway south of problematic areas. The atrium is near to original locations, and is ADA accessible. However, there is resistance from Student Leadership.</p> <p>In addition, there seems to be no standard protocol for:</p> <ol style="list-style-type: none"> <li>1. Reserving/Marking tables</li> <li>2. Table locations</li> <li>3. Noise</li> <li>4. A-frames and Posters             <ol style="list-style-type: none"> <li>a. There are three places to get approval stamps for posters and a-frames: Info Central, Student Leadership, and International Studies. However, like student tabling, there is not standard protocol and etiquette.</li> </ol> </li> </ol>		
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. Krystina M. is meeting with ASC (Associated Student Council) and these items are on their agenda.</li> <li>2. Dana M. will meet/contact the President’s Cabinet and recommend that we remove problematic areas (especially those in the photos) from 25Live.</li> </ol>		
<b>Referred to:</b>	<ol style="list-style-type: none"> <li>1. Krystina Moreland.</li> <li>2. Dana Maestas.</li> </ol>		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Central Circuit Wire Stands Are Blocking Elevator Buttons		
<b>Discussion:</b>	Central Circuit is on hiatus, but the wire stands are still out. Some of these stands are blocking elevator buttons.		
<b>Action:</b>	Linda will send a facilities work request to store wire stands in surplus.		
<b>Referred to:</b>	Linda Bruton.		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Bathroom Cleanliness – 3 <sup>rd</sup> Floor BE		
<b>Discussion:</b>	The bathrooms on 3 <sup>rd</sup> floor get a lot of use and often seem neglected. The problematic bathrooms are being renovated and will be made ADA accessible.		
<b>Action:</b>	N/A		
<b>Referred to:</b>	N/A		
<b>Status:</b>	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	2014 Safety Survey		
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<b>Discussion:</b>	In 2014, District did a survey and the State Board sent out the results. Data could be useful for the Safety Committee.		
<b>Action:</b>	1. Cody will send survey results with March minutes. 2. During the next meeting(s) we may discuss any relevant data.		
<b>Referred to:</b>	Cody Roldan.		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Sharps Containers – Continued.		
<b>Discussion:</b>	Smaller and sturdier containers may be installed in the future. There doesn't seem to be a significant decrease in the amount of needles found (See Supplemental Information – Sharps Collection Data).  There are also other ideas being discussed, such as installing cameras and brighter lights in the parking lots.  On another note, the sharps containers in the Siegel Center are too high.		
<b>Action:</b>	Betty L. will submit a work request for the sharps containers in Siegel.		
<b>Referred to:</b>	Betty Lunceford.		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Possible Expansion of the Safety Committee's Responsibility – Continued.		
<b>Discussion:</b>	The overall mood from the last meeting was that we shouldn't create another committee, to include items that are not covered by the Safety Committee or Clery Act. Similarly, the Safety Committee bylaws don't restrict other items, as long as we define them in our scope (and ensure there are no overlapping efforts with other committees).  Further discussion continued to support the overall mood, and it was suggested (by Chuck Davis) that we potentially develop a task force for items such as floor monitors and emergency preparedness.		
<b>Action:</b>	Kristina M., Linda B., Krystal N., and Cody R. volunteered to help develop a potential task force.		
<b>Referred to:</b>	Kristian Moreland, Krystal Nash, Linda Bruton, and Cody Roldan.		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

## OPERATIONAL BUSINESS CONTINUED

<b>Topic:</b>	Closing & Adjournment		
<b>Discussion:</b>	The committee concluded discussion.		
<b>Action:</b>	The meeting adjourned at approximately 3:00p.		
<b>Next Meeting:</b>	The next meeting is scheduled for Monday, April 10, 2017 at 2:00p in BE4180A.		

Type of Report		Jan 2017 – 3/13/17	Employee	Student	Visitor
1	Contusion/Bump/Bruise	1	1	0	0
2	Cut/Laceration/Puncture	1	0	1	0
5	Muscle Sprain/Strain	1	1	0	0
9	Slip, Trip, Fall	2	2	0	0
16	Chemical Exposure	2	1	1	0
19	Workplace Hazard	2	0	0	0
<b>TOTAL</b>		<b>9</b>	<b>5</b>	<b>2</b>	<b>0</b>

Location of Incident/Reported Hazard			Jan – 6
1	Central Campus	9	Feb – 2
<b>TOTAL</b>		<b>9</b>	<b>Mar – 1</b>

	EHSP Classification	Description
1	Minor Injury	Employee was assisting a fellow Public Safety Officer in moving another person to the ground. The employee felt something pop in their lower back and reported numbness in the R leg; R lower back felt tight.
2	Workplace Hazard	Employee reported smelling an “acrid,” “plastic” odor – “invisible smoke.” After 15 minutes of exposure, employee reported mouth numbing (similar to their experience with tobacco smoke exposure). Public Safety investigated for the source on BE 3 <sup>RD</sup> floor S; nothing. Smell was coming from a microwave oven in the cafeteria kitchen.

**Follow-up/Resolution:**

Near-miss from 1/10/2017: fume hood has been decontaminated; Facilities is pursuing a change to the suppression media used in our fume hoods. Additionally, a policy is being developed to handle clean-up post discharge of the system. A form for safe fume hood maintenance will be integrated into the lab Chemical Hygiene 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.

# SHARPS COLLECTION DATA

**10/27/2016 to 1/4/2017**

**1/4/2017 through 3/6/2017**

Location	AUX	CS	PSL	PS	TOTAL	AUX	CS	PSL	PS	TOTAL
Bookstore				23	23		5			5
BE - Inside									4	4
BE - Outside									2	2
BPH				1	1				3	3
MAC							3		1	4
North Plaza				3	3					0
PG/General			10	26	36			16		16
PG/L1	8				8	16				16
PG/L2	14				14	12				12
PG/L3	10				10	4				4
PG/L4	1				1	2				2
PG/Back Exit Gate	2				2	0				0
PG/Back Porch	6				6	0				0
PG/Back Stairs	5				5	3				3
PG/Boylston	2				2	6				6
PG/Harvard	13				13	13				13
PG/Hot Mammas	4				4	12				12
PG/Side Stair					0	2				2
PSL/Entrance Gate								2		2
PSL/Garden			2		2				6	6
SAM				2	2					0
South Lawn				12	12		3		1	4
Support Services				25	25				1	1
Unknown	2		1		3	2				2
<b>TOTAL</b>	<b>67</b>	<b>0</b>	<b>13</b>	<b>92</b>	<b>172</b>	<b>72</b>	<b>11</b>	<b>18</b>	<b>18</b>	<b>119</b>

Parking Garage	101
Support Services	25
Bookstore	23

69 days of data

2-3 per day

86

61 days of data

1-2 per day

33 less found than predicted

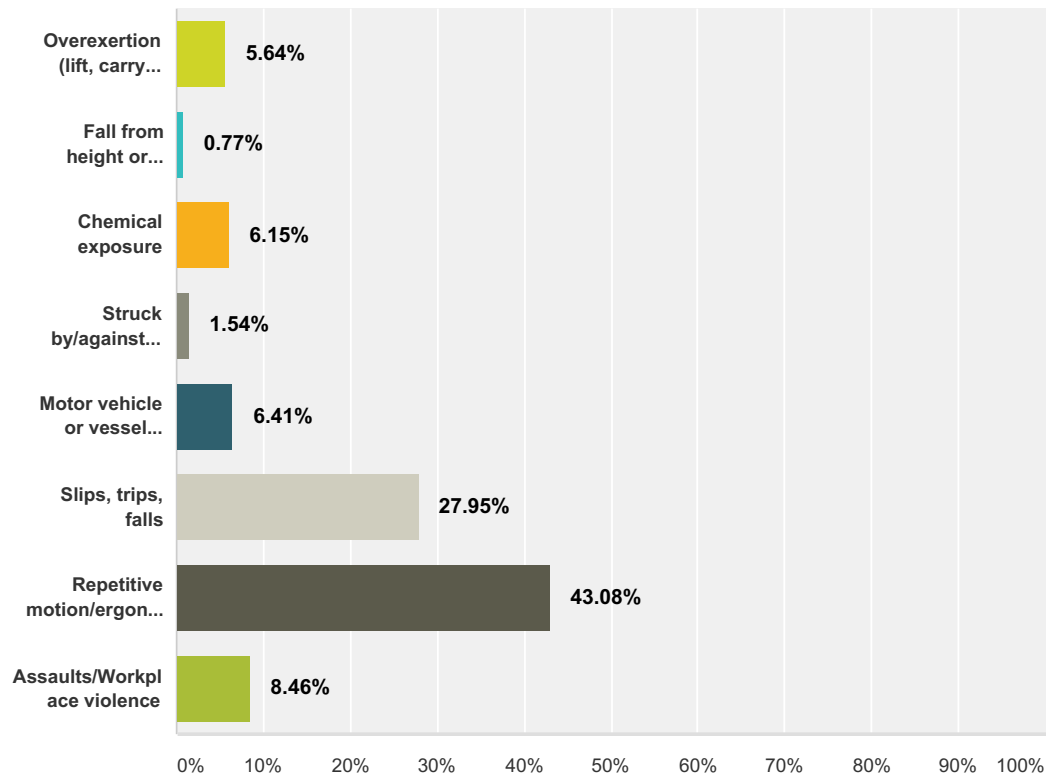
## Q1 What education institution do you work for?

Answered: 613 Skipped: 0

Answer Choices	Responses
Seattle Community Colleges	100.00% 613
<b>Total</b>	<b>613</b>

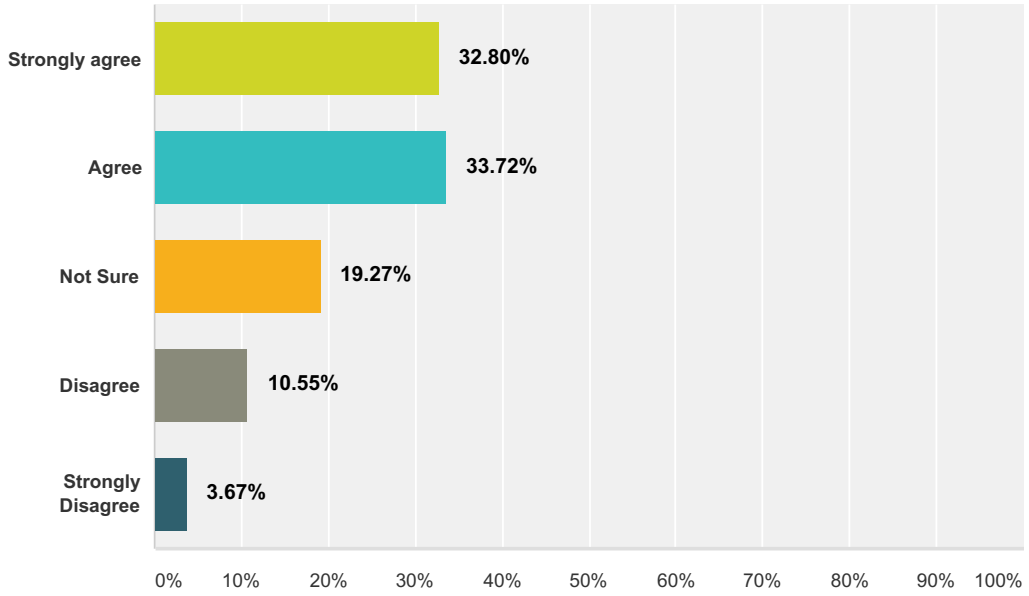
## Q2 What is the most common potential safety hazard that you encounter?

Answered: 390 Skipped: 223



**Q3 My supervisor encourages employees to detect and report safety and health hazards in our work area.**

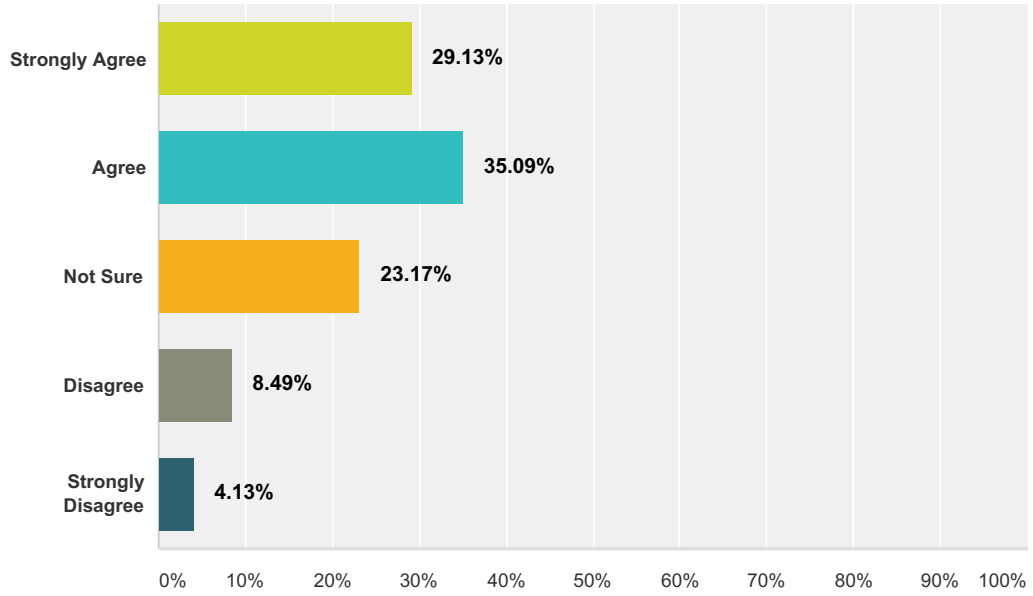
Answered: 436 Skipped: 177





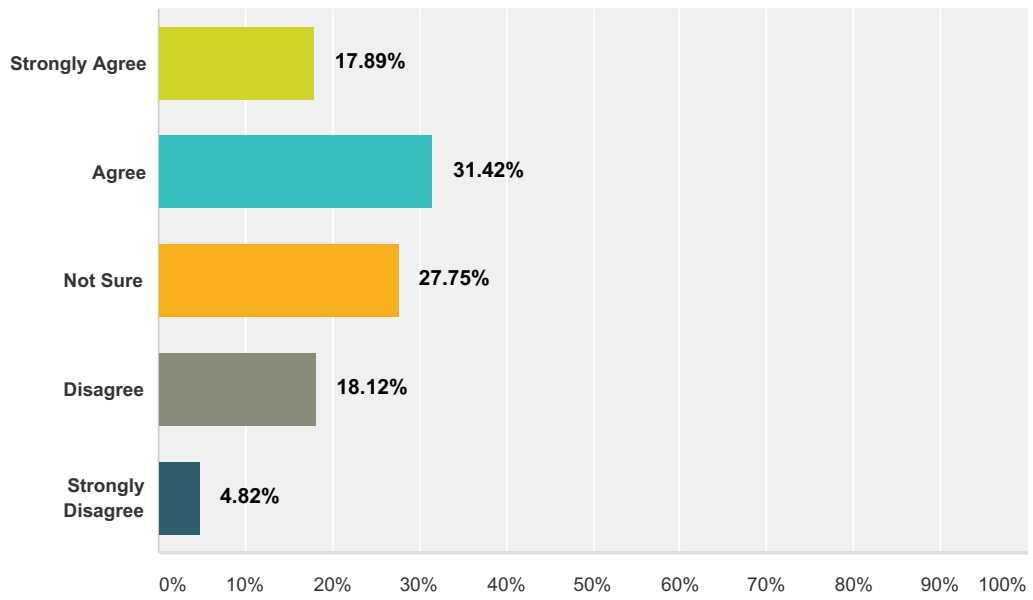
**Q4 My supervisor demonstrates a commitment to safety through leadership and personal example.**

Answered: 436 Skipped: 177



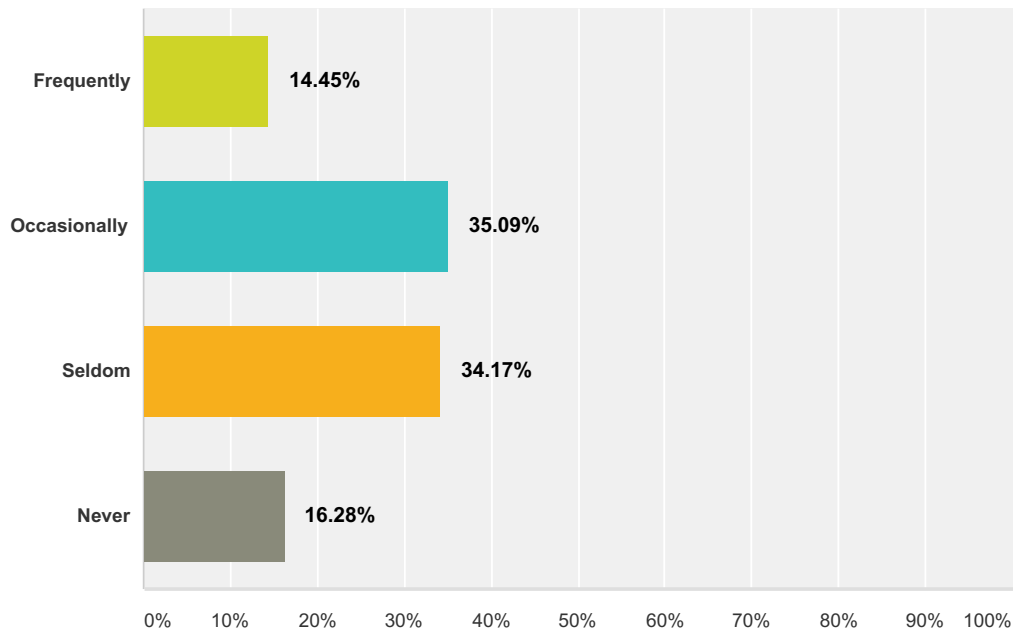
### Q5 I am encouraged to enroll in safety and health training.

Answered: 436 Skipped: 177



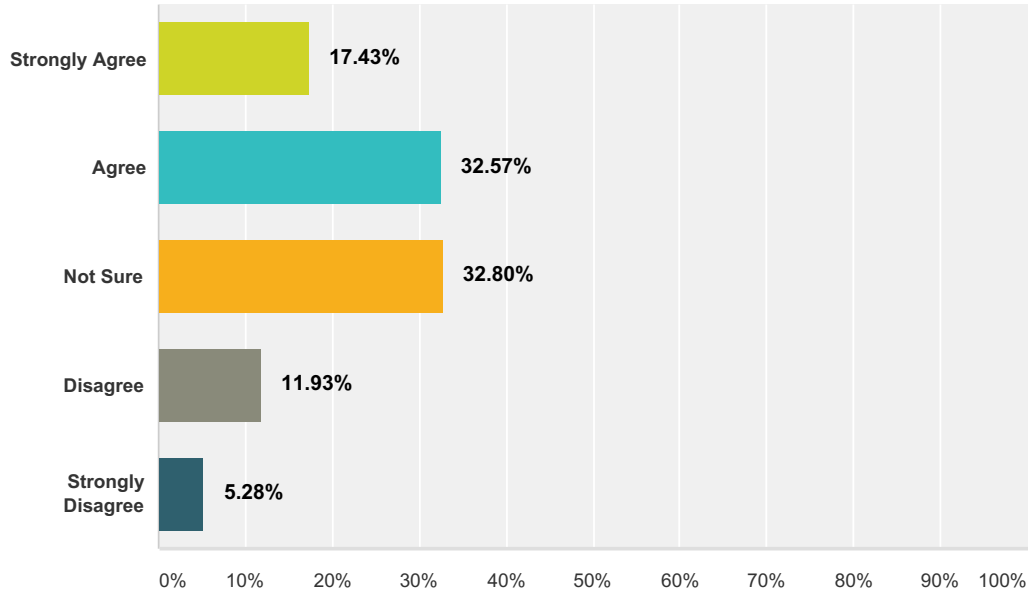
### Q6 A safety topic is on the agenda of staff meetings:

Answered: 436 Skipped: 177



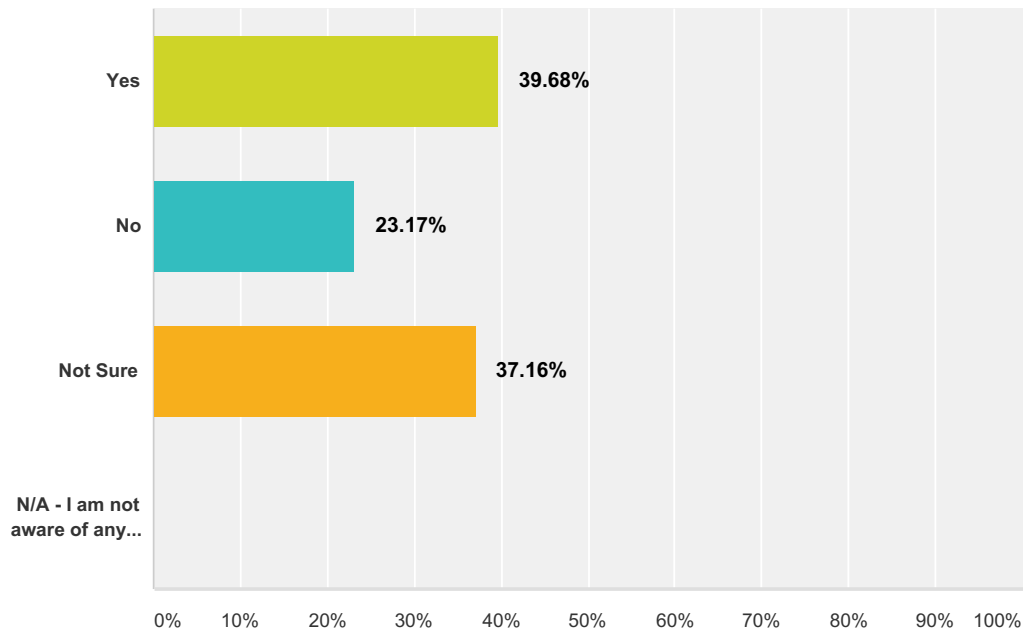
**Q7 Executive Management demonstrates a commitment to worker safety and health through personal actions and involvement.**

Answered: 436 Skipped: 177



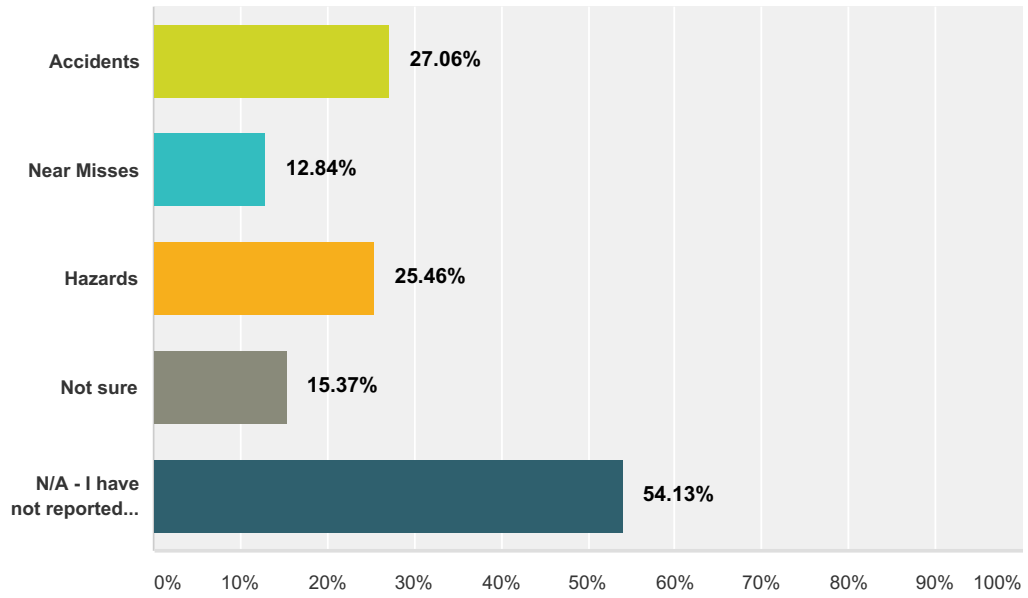
### Q8 I am encouraged to report if a worker was almost hurt (a "near miss").

Answered: 436 Skipped: 177



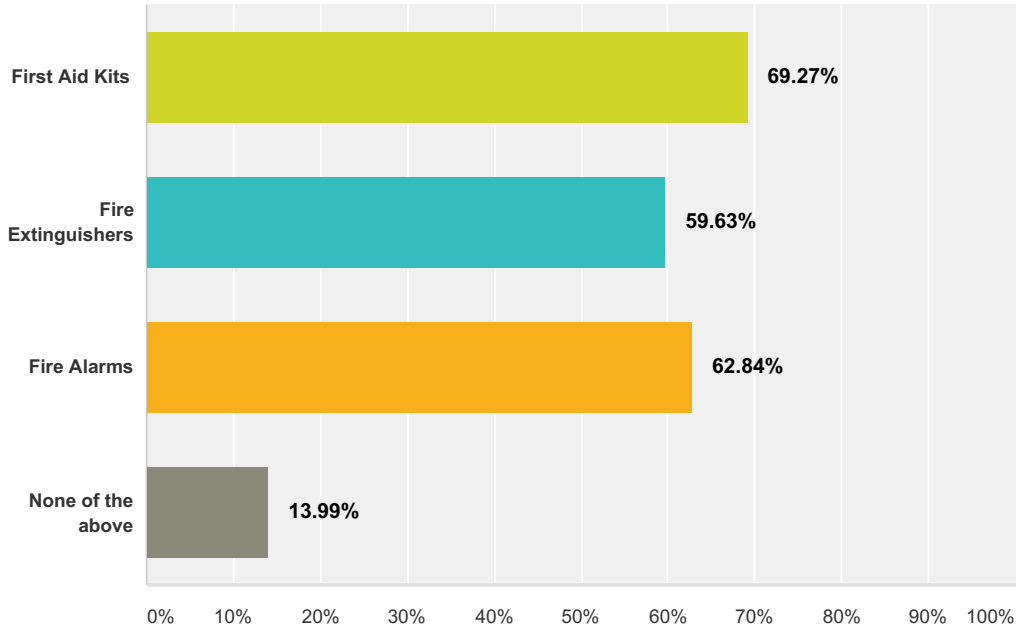
**Q9 When I report the following, they are investigated (choose all that apply):**

Answered: 436 Skipped: 177



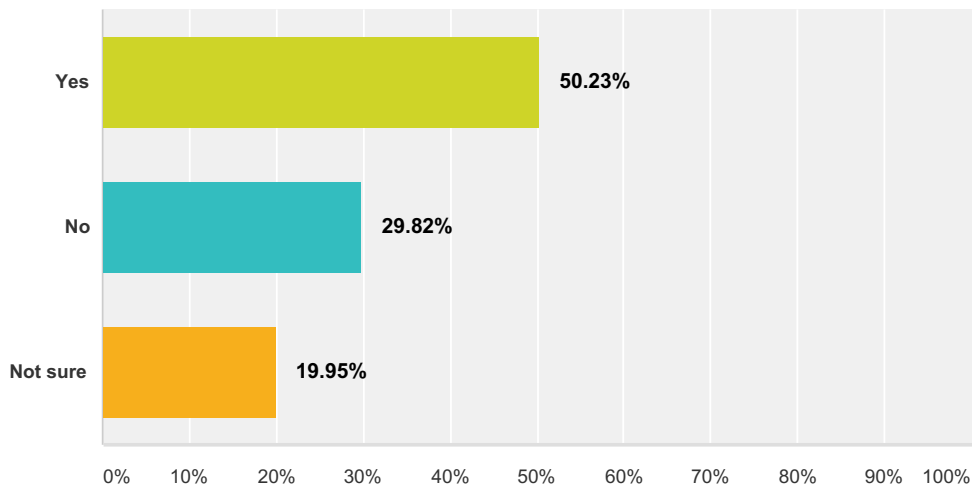
**Q10 I know the location of the following in my immediate work area (choose all that apply):**

Answered: 436 Skipped: 177



**Q11 I know where to find my agency's safety related information such as the accident prevention program, safety and health manual, policies, or bulletin board.**

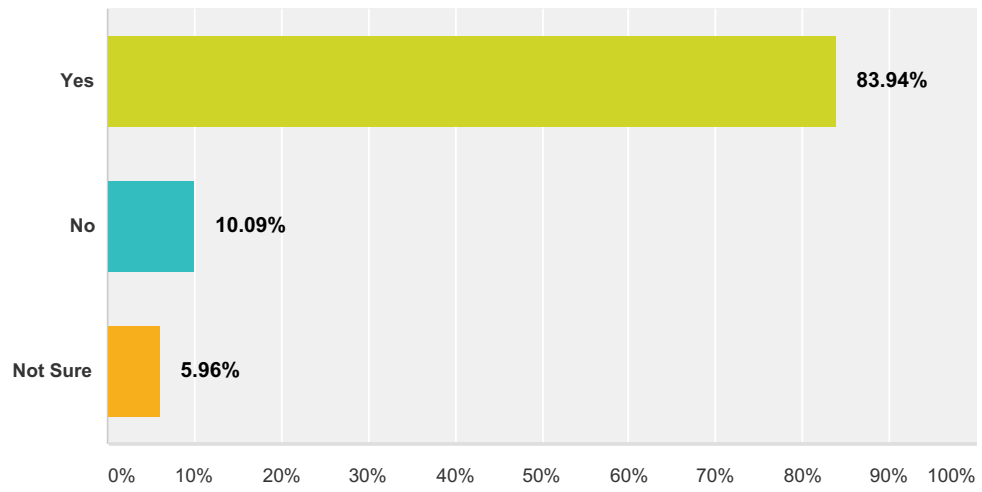
Answered: 436 Skipped: 177





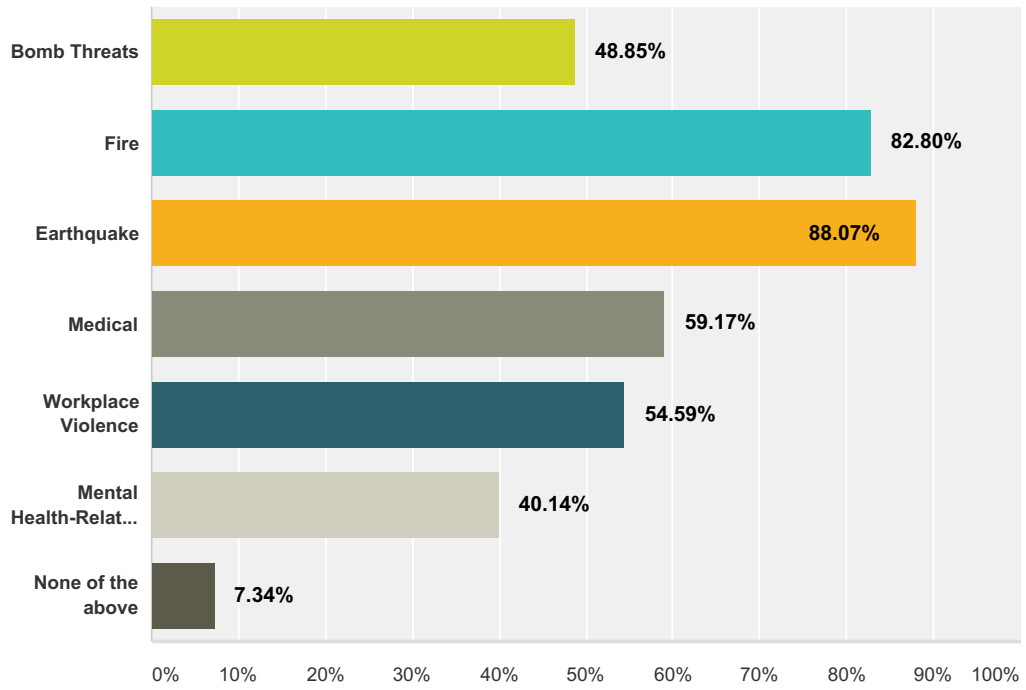
### Q12 I know the evacuation procedures for my worksite.

Answered: 436 Skipped: 177



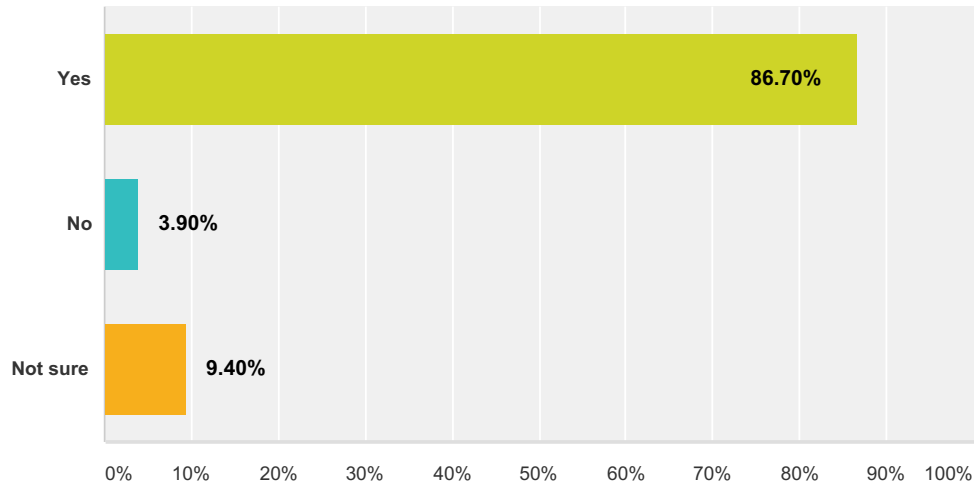
**Q13 I know how to respond to the following emergencies (check all that apply):**

Answered: 436 Skipped: 177



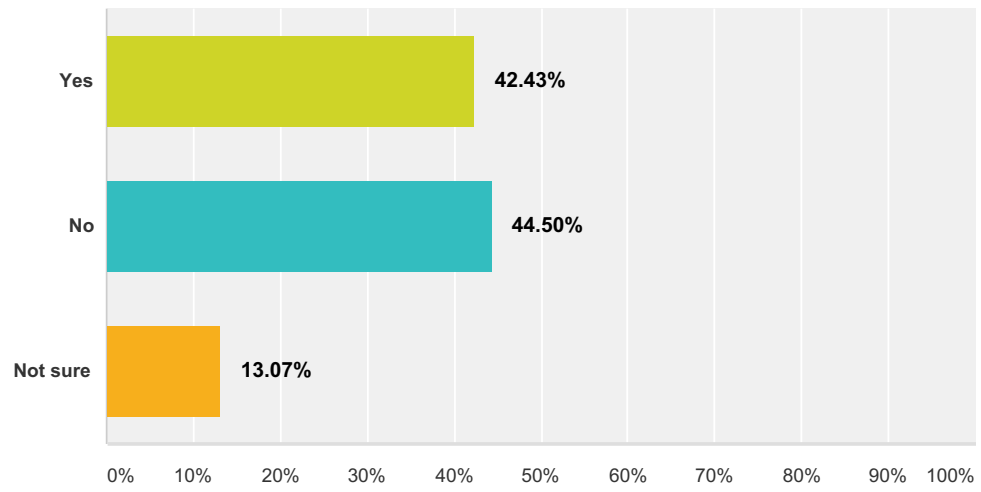
### Q14 I share responsibility for my safety at work.

Answered: 436 Skipped: 177



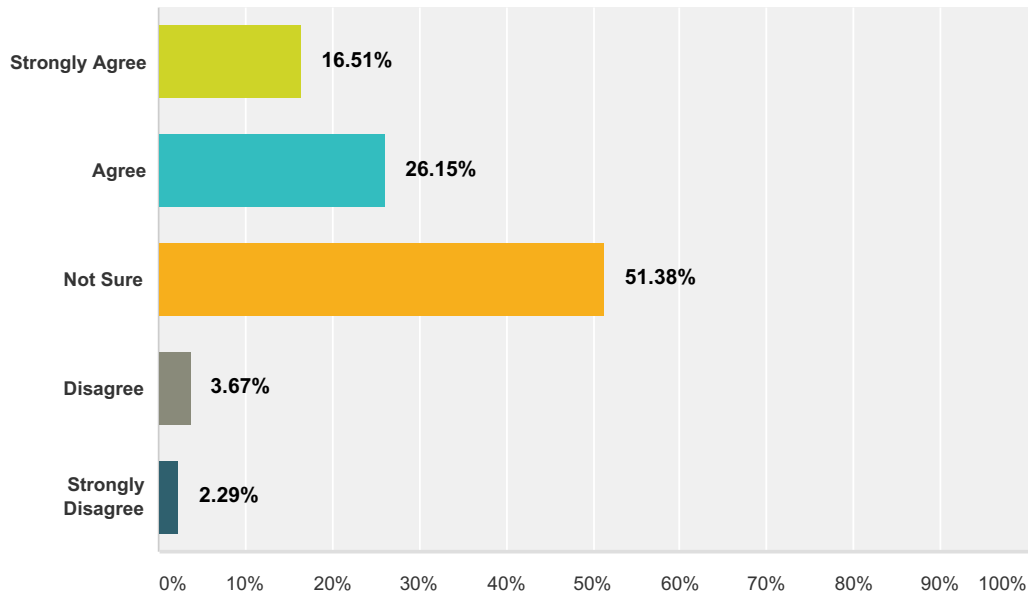
### Q15 I know who my safety committee representative is.

Answered: 436 Skipped: 177



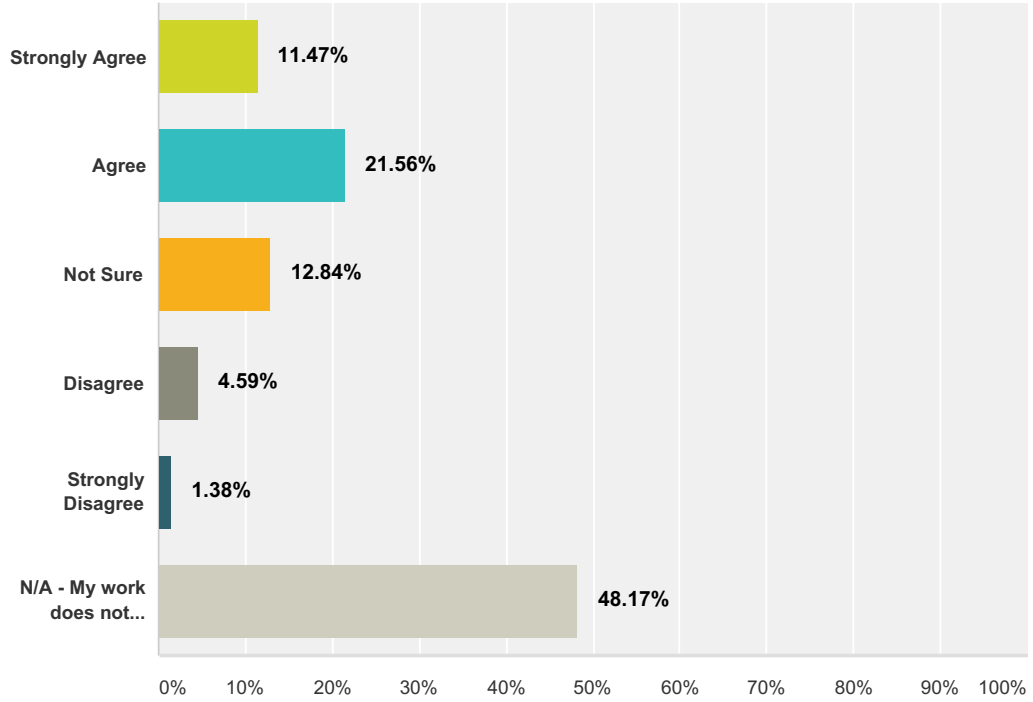
### Q16 My safety committee is responsive to safety suggestions and concerns from employees.

Answered: 436 Skipped: 177



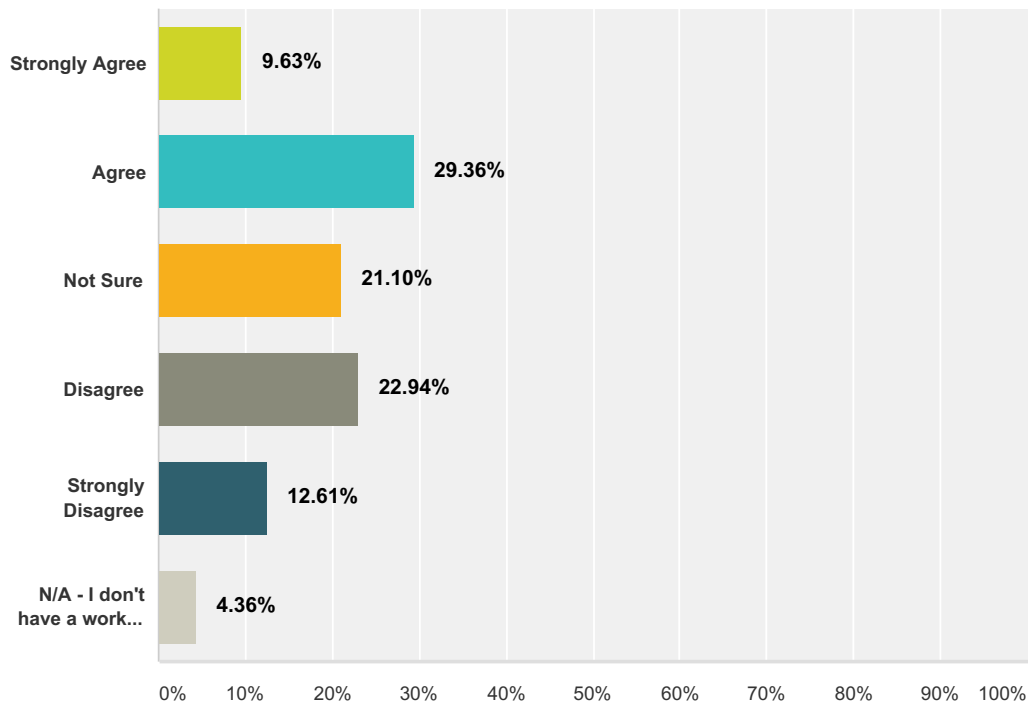
### Q17 I receive the appropriate Personal Protective Equipment (PPE) for the type of work I perform.

Answered: 436 Skipped: 177



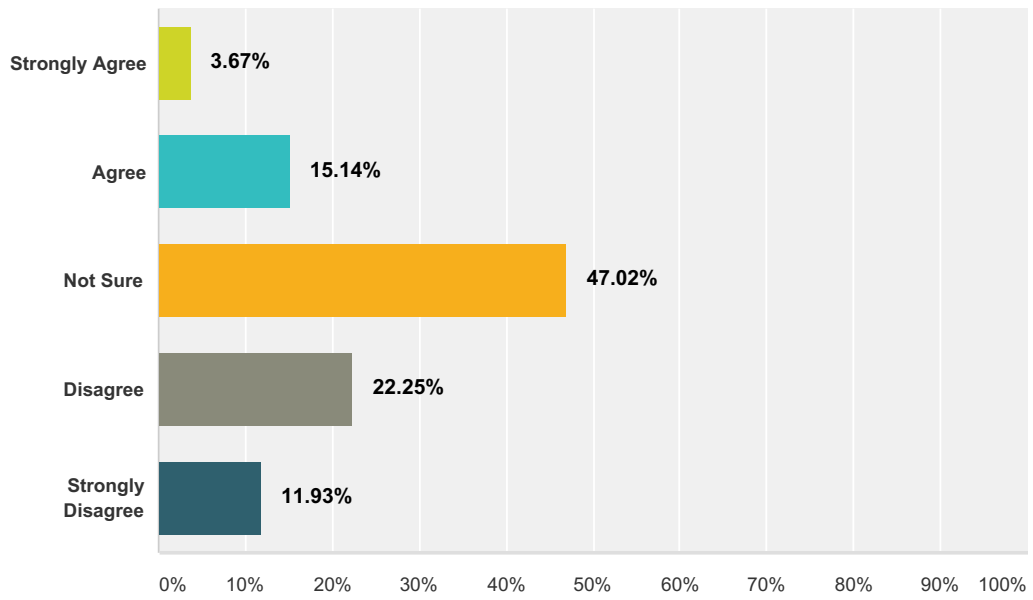
### Q18 My workstation is set up appropriately for ergonomic safety.

Answered: 436 Skipped: 177



### Q19 My agency has an effective ergonomics program.

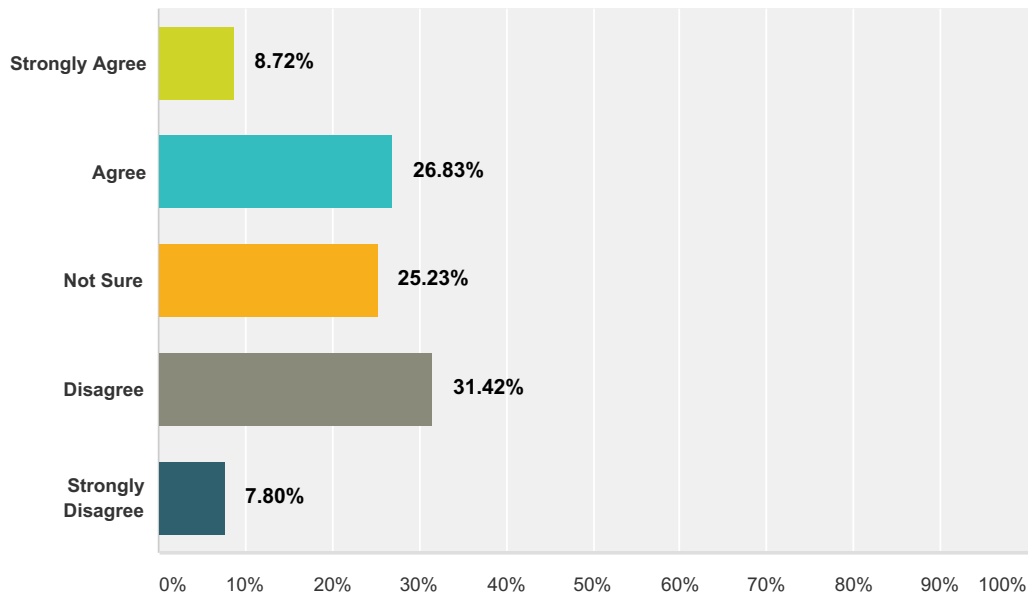
Answered: 436 Skipped: 177





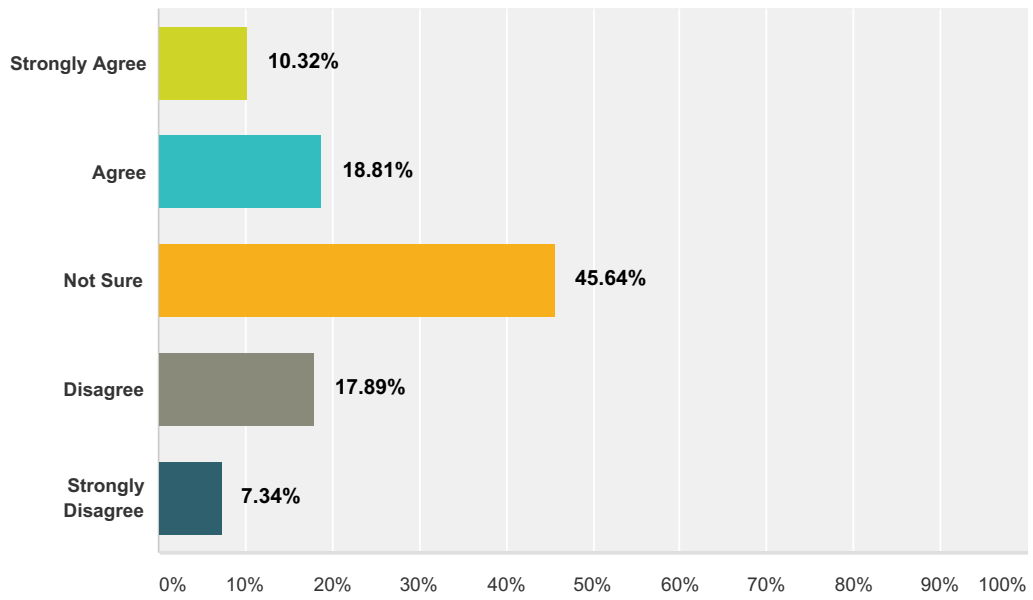
### Q20 I receive safety training to effectively recognize hazards that occur in my job.

Answered: 436 Skipped: 177



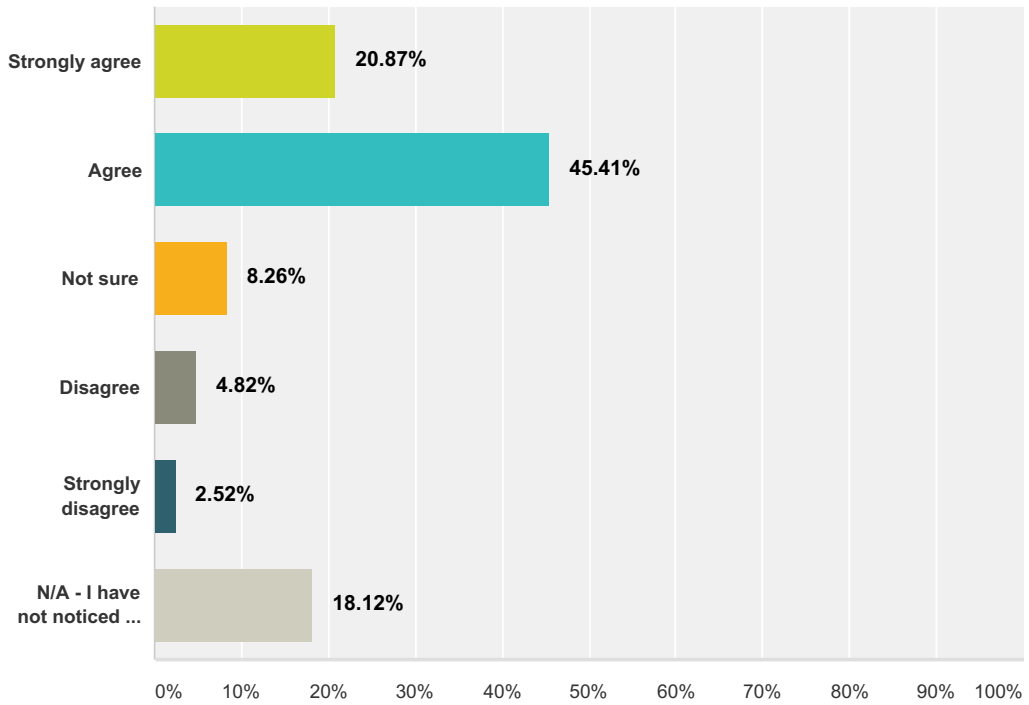
### Q21 Inspections for safety hazards are conducted regularly in my workplace.

Answered: 436 Skipped: 177



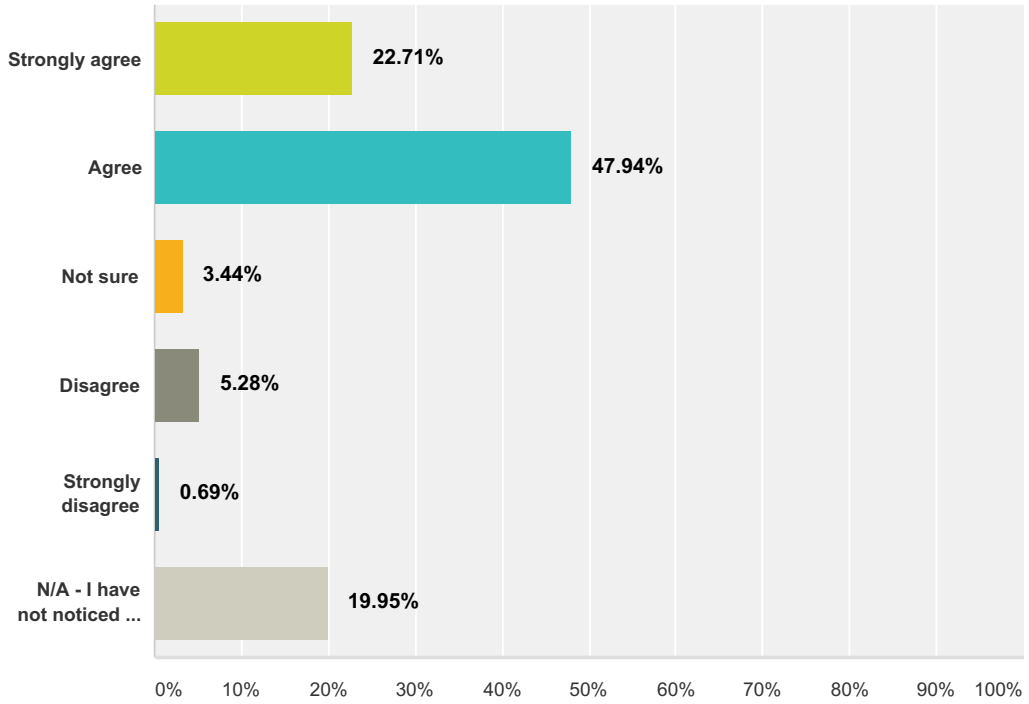
### Q22 I participate in correcting safety hazards in my workplace when appropriate.

Answered: 436 Skipped: 177



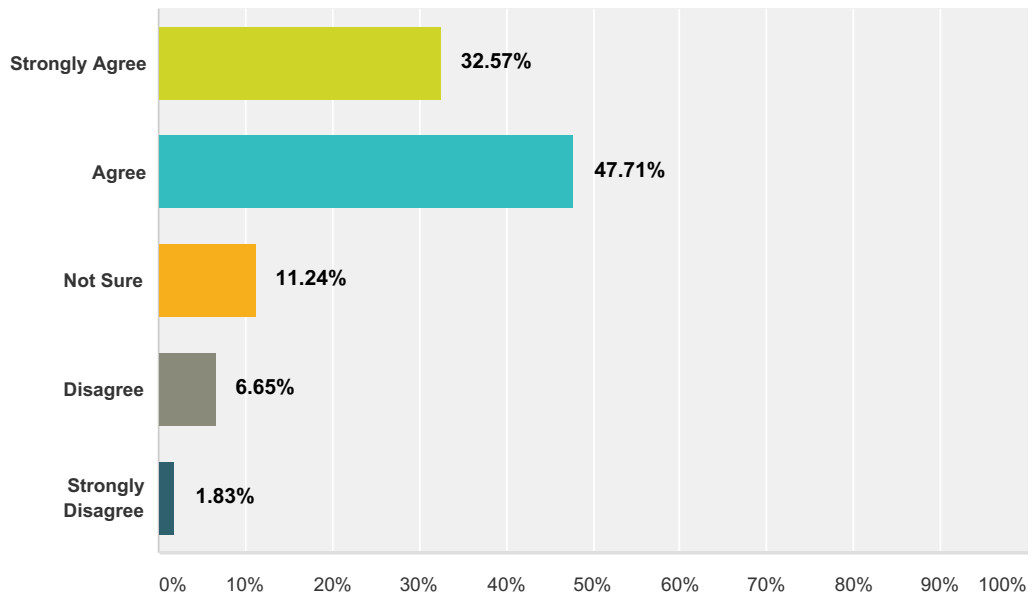
### Q23 I provide input to my supervisor and/or coworkers on safety hazards in my workplace.

Answered: 436 Skipped: 177



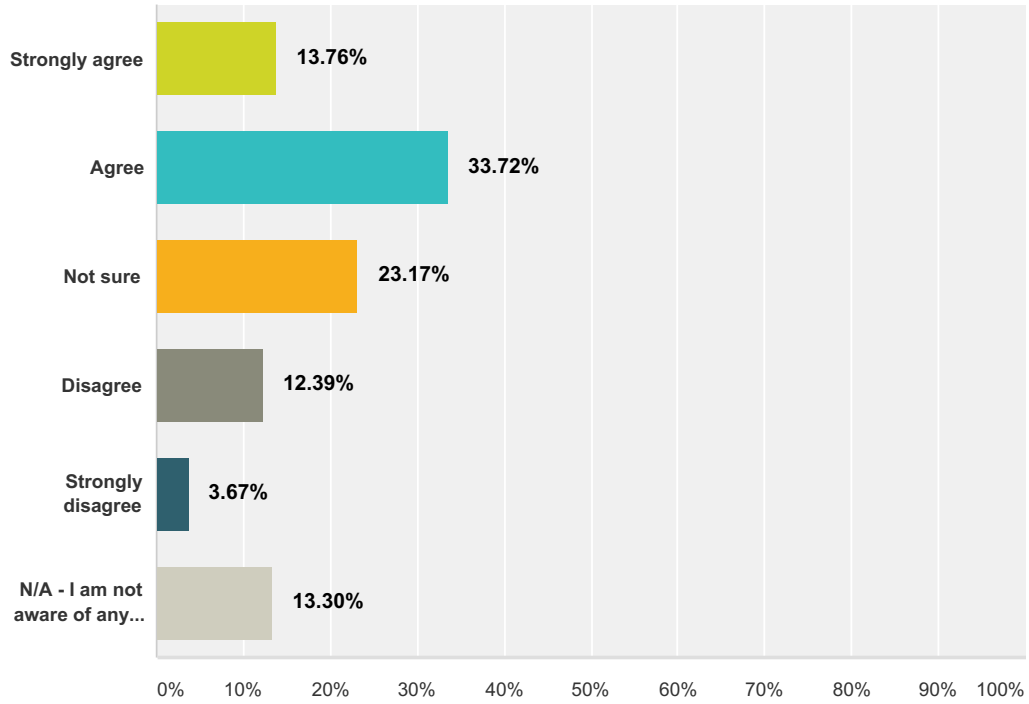
### Q24 I feel comfortable detecting and reporting hazards in my work area.

Answered: 436 Skipped: 177



**Q25 I know that appropriate action is taken to correct hazards that are identified in my work area.**

Answered: 436 Skipped: 177



**Q26 I receive communications when identified hazards have been fixed in my work area.**

Answered: 436 Skipped: 177

