

MINUTES: SAFETY COMMITTEE MEETING, MAY 22, 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 type="checkbox"/> David Sandler <input type="checkbox"/> Elman McClain <input type="checkbox"/> Jeff Keever <input checked="" type="checkbox"/> Krystal Nash	<input type="checkbox"/> Kristina Sawyckj Moreland <input checked="" 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: BE 4180A	
Guests:	N/A		

*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 brought the meeting to order at approximately 2pm.

Topic:	Approval of Minutes – April 10, 2017.		
Discussion:	All approved the minutes.		
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. There were 8 incidents since the last report. b. A few near-misses, two minor injuries. c. The report is attached below. 2. Evaluate workplace accident and illness prevention program, and discuss recommendations for improvement, if needed. 		
Action:			
Referred to:	N/A		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

UPDATES

Topic:	Updates – EHSP Reformat
Discussion:	Review the EHSP (Employee Health and Safety Plan)
Action:	Review EHSP before next meeting. Send questions, comments, suggestions. Krystal N. is working with PIO/Webteam to include it on the EHS website.
Referred to:	Safety Committee.



Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled
----------------	-------------------------------	---------------------------------	--

Topic:	Updates – Safety Committee Bylaws (attached below).		
Discussion:	<ol style="list-style-type: none"> 1. Additions are highlighted in grey. 2. Still brainstorming on how to integrate satellite campuses. 3. Questions: <ol style="list-style-type: none"> a. Section 10a – Is May 1st a campus-wide deadline? b. Section 9d – What additional topics do we want to include? 4. Add to Section 1, “and a representative from SVI, WTC, SMA, as appointed.” 5. If you allow the unions to select, those individuals become employee selected. 6. Floor monitors fall under Emergency Preparedness Plan. <ol style="list-style-type: none"> a. Still in the works. Training annually, possibly. b. In the integrated plan, it will be updated and put up on the website. Technically Campus Safety’s responsibility. c. EPAC is a district level committee. 7. Should we have someone, in Krystal’s position, present at satellite safety committees or meetings? 		
Action:	<ol style="list-style-type: none"> 1. Check with Bruce on the report deadline. 2. Develop a plan for satellite campuses to join us next year. 		
Referred to:	Safety Committee.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	Updates – Tabling Recommendation Clarification		
Discussion:	Not tabling in certain areas (seen in attached pictures) was recommended to the President’s Cabinet, but it is uncertain who would enforce the recommendations. Also not certain how 25Live maps tabling out.		
Action:	Continue to monitor tables and report to Campus Safety & Security.		
Referred to:	Safety Committee.		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Updates – Emergency Posters		
Discussion:	Emergency posters are printed.		
Action:	Contact Campus Safety & Security if you need them.		
Referred to:	N/A.		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Updates - AEDs		
Discussion:	If we have AEDs, we will need money to support AEDs. There is no longer a budget set aside for AEDs. The batteries aren’t cheap, and only last about 5 years. It would be about \$1500 per year. Regardless, there is a duty to keep them functional.		
Action:	Recommend to the President’s Cabinet to budget for the AEDs.		
Referred to:	Dana Maestas.		
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, June 12, 2016 at 2:00pm in BE4180A.

MAY INCIDENT REPORT

Type of Report		Jan 2017 – 5/22/17	Employee	Student	Visitor
1	Contusion/Bump/Bruise	2	1	1	0
2	Cut/Laceration/Puncture	2	1	1	0
5	Muscle Sprain/Strain	2	2	0	0
9	Slip, Trip, Fall	4	4	0	0
16	Chemical Exposure	2	1	1	0
18	Misc. Incident	1	-	-	-
19	Workplace Hazard	6	-	-	-
TOTAL		19	9	3	0

Location of Incident/Reported Hazard		Jan – 6 Feb – 2 Mar – 3	Apr – 8 May – 0
1	Central Campus	19	
TOTAL		19	

	EHSP Classification	Description
1	Minor Injury	Employee’s foot went through sheetrock surface. Injury to right foot needed medical attention and employee was out of work for ~16 days.
2	Workplace Hazard	Employee found an old piece of the fire system left on a 2-inch beam above the BPH stage (35 feet up from stage level). Could have fallen; has been removed.
3	Near-miss	Employee sustained a minor cut to their hand from a piece of metal attached to the underside of their desk. WO has been filled out to have it removed.
4	Workplace Hazard	PIO forwarded a safety complaint from Facebook. Our parking sign at the intersection of Broadway/Pine was attached to a lamp post. The cable was a trip hazard. Sent twice (4/14 and 4/21); forwarded to Auxiliary Services for correction.
5	Minor Injury	Employee stepped on newspaper on garage stairs that concealed a water bottle. Employee fell forward and left knee made contact with step edge; bruising/cuts.
6	Near-miss	Student briefly sat in chair that then collapsed. Exposed screw ripped pants and cut left thigh. Also reported bruising on left thigh/side from fall to floor.
7	Workplace Hazard	Employee reported concrete pieces and stones were placed at the base of the main Harvard parking garage steps to help people clear pooling water. Trip hazard; stones were removed and the drainage in that area is being assessed.
8	Near-miss	Gas leak at base of Bunsen burner caused the burner to be engulfed in flames. It was quickly turned off by a student. No injuries; lab staff assessed all other Bunsen burners for the same issue. Deficient unit (o-ring issue?) was removed from service.

Follow-up/Resolution:
 Workplace Hazard from 4/10/2017: (Re: electrical outlets near emergency showers) all outlets have been deactivated and have a solid cover plate.

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.

05/22/2017 Monthly Incident Report Addendum

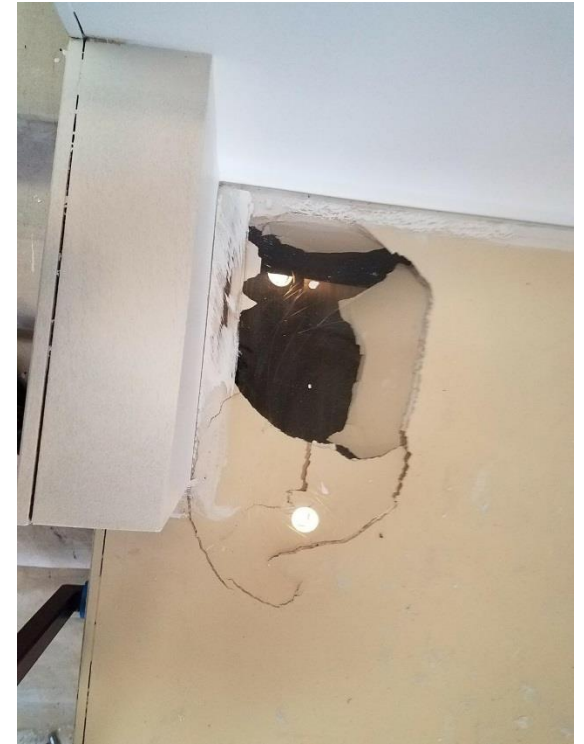
Pictures related to Minor Injury #1 on report.



Picture 1: Staircase at Siegel; Location of work.



Picture 2: Damage; drop is ~6ft through.



Picture 3: Damage to sheetrock.



POL-103 SAFETY COMMITTEE BYLAWS

This policy applies to Safety Committee membership during their service term.

1. Committee Composition Guidelines

- a. All College employees and students are eligible for membership on the committee.
- b. The Committee will have a minimum of six (6) members. Ideally, it will consist of three (3) employer-selected members, up to nine (9) employee-elected members, and up to six (6) student members.

2. Employer-Selected Membership

- a. The College has appointed three (3) permanent employer-selected members to serve on the Committee. They are:
 - i. Director of Facilities and Plant Operations (or equivalent position)
 - ii. Director of Public Safety (or equivalent position)
 - iii. Manager of Environmental Health and Safety

3. Employee-Elected Membership

- a. The number of employee-elected members will equal or exceed the number of employer-selected members.
- b. The Faculty Senate, the Classified Staff Union, and the AFT Seattle Pro Staff Union may each appoint one (1) member to serve on the Safety Committee as employee-elected members.
- c. Employees not selected by the College or elected by their Union may self-select onto the Committee. They will serve as employee-elected members.
- d. If there are less than four (4) employee-elected members or a vacancy, administration will request the unions select alternates, so that a majority of the committee are employee-elected members.

4. Satellite Campus Representation

5. Term of Office

- a. Safety Committee members will serve an annual one-year term, beginning in October and ending the following September.

- b. The term of employee-elected members will be for a maximum of one year. There is no consecutive term limit.

6. October (Initial) Meeting Requirements

- a. The Vice President of Administrative Services (or their designee) will schedule and facilitate the meeting until a chair is elected.
- b. The Committee membership will elect a chair to serve for a one-year term (PRO-103A).
 - i. Only employee-elected members are eligible to serve as chair of the Committee.
- c. The Chair will assign a Committee member to serve as the Note Taker for a concurrent, one-year term.
- d. The Committee membership will establish a meeting schedule for the service term. This may be amended at any time upon a majority vote.
- e. The Committee membership will vote to adopt the current Committee bylaws before the end of the meeting. These bylaws will be valid for the one-year term or until modified by the Committee (PRO-103B).

7. Meeting Operations

- a. The meeting quorum for all Safety Committee meetings will be six (6) members.
 - i. At least one (1) member of the quorum must be employer-selected.
 - ii. A quorum must consist of at least an equal number of employee and student members.
- b. A typical meeting will be held for one hour. This can only be extended by a majority vote of the Committee.

8. Committee Voting

- a. All members of the Safety Committee will have one (1) vote for any and all of the Committee's actions requiring a vote.
- b. All Committee recommendations and reports submitted to the College Administration and/or released to the College or General Public must be approved by a majority vote.

9. Standing Meeting Agenda

The Committee membership will discuss the following items at each meeting:

- a. Review health and safety inspection reports to help correct hazards.

- b. Evaluate the incident/hazard investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- c. Evaluate the Seattle Central College Employee Health and Safety Plan and discuss recommendations for improvement, if needed. This discussion may include additional safety plans or procedures developed at both the college and department level.
- d. Other safety related topics are covered as time allows. These topics could include, but are not limited to, emergency drills, the floor monitor program, employee training, and maintaining safe working surfaces.

10. Committee Responsibilities

- a. The Committee is expected to provide one (1) annual committee status report to the President's Cabinet by May 1st of each calendar year. This report should include, but not be limited to, the Committee's work during the year and any other relevant information regarding campus safety (PRO-103C).
- b. The Committee may, on a monthly basis, submit or bring to the attention of the College Administration any safety recommendations and/or concerns (PRO-103D).

11. Member Responsibilities

- a. The Committee Chair will:
 - i. Establish the meeting schedule for the term year.
 - ii. Establish the agenda for each meeting.
 - iii. Conduct the meeting.
- b. The Note Taker will:
 - i. Document meeting attendance (FRM-103B).
 - ii. Prepare minutes from each meeting (FRM-103C) and distribute them to the committee one (1) week prior to the next meeting.
 - iii. Prepare and distribute the agenda for each meeting at the direction of the Chair (FRM-103A).
 - iv. Preserve the meeting minutes for one (1) year.
 - v. Make the minutes available for review by the consultation and/or regulatory personnel of the Department of Labor and Industries.

POLICY: SAFETY COMMITTEE BYLAWS

Effective Date:

Page: 4 of 4

c. General membership will:

- i. Attend the October (initial) meeting to be considered full members of the Committee.
- ii. Regularly attend meetings. Any member that misses three (3) meetings during their term may be asked by the Chair to vacate their membership.

See Also: PRO-103A, PRO-103B, PRO-103C, PRO-103D
FRM-103A, FRM-103B, FRM-103C

FYI – Tentative Names/Topics for PRO and FRM for this POL:

*PRO 103A – Electing a Safety Committee Chair
103B – Amending the Safety Committee Bylaws
103C – Annual Safety Committee Status Report
103D – Recommendations to College Administration*

*FRM 103A – Committee Agenda Template
103B – Sign-In Sheet Template
103C – Committee Meeting Minutes Template*