

## MINUTES: SAFETY COMMITTEE MEETING, JUNE 12, 2017

### OPERATIONAL BUSINESS

<b>Topic:</b>	Attendance		
<b>Members Present:</b>	<input checked="" type="checkbox"/> Betty Lunceford <input checked="" type="checkbox"/> Christian Kinlin <input checked="" type="checkbox"/> Chuck Davis <input 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 checked="" 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 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: BE 4180A	
<b>Guests:</b>	N/A		

\*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>	Dana brought the meeting to order at approximately 2pm.

<b>Topic:</b>	Approval of Minutes – May 22, 2017.		
<b>Discussion:</b>	The approval of the May minutes was postponed due to Cody's absence and lack of review by membership prior to the meeting.		
<b>Action:</b>	The minutes will be sent out via email for approval.		
<b>Referred to:</b>	Safety Committee		
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" 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. The committee discussed two minor injuries and two near misses. The report for June appears at the end of these minutes.</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. The group discussed possibly developing a monthly safety blurb to be sent to employees via PIO. It could include helpful facts or dive into topics related to risks/issues we see pop up in the monthly report.</li> </ol> </li> </ol>		
<b>Action:</b>	Brainstorm monthly topics and identify distribution options.		
<b>Referred to:</b>	Krystal Nash		
<b>Status:</b>	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled



## UPDATES

<b>Topic:</b>	Updates – EHSP Reformat and Website		
<b>Discussion:</b>	The Employee Health and Safety Plan has been reformatted to make it more user-friendly. The content has not changed. If there are no changes requested, it will be posted to the EHS website.		
<b>Action:</b>	Review the EHSP and send edits to Krystal Nash.		
<b>Referred to:</b>	Safety Committee		
<b>Status:</b>	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Updates – AED Recommendation		
<b>Discussion:</b>	Krystal N. did an audit of our AEDs on the Broadway Campus and at the satellite centers. Using the current Cardiac Science contract pricing, accounting for the life of new batteries and pads, each unit costs about \$78 per year to maintain. This would necessitate a \$1500 annual budget to keep AEDs operational.		
<b>Action:</b>	The Safety Committee agreed that this sum of money should be put aside to keep the current AEDs response-ready. The group unanimously voted to send this recommendation to Bruce Riveland, VP of Administrative Services.		
<b>Referred to:</b>	Dana Maestas		
<b>Status:</b>	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

## NEW BUSINESS

<b>Topic:</b>	New Business – Contractor Access to Hazardous Areas		
<b>Discussion:</b>	Christian K. raised a concern about vendor/contractor access to hazardous areas. He was working in the chemical storage room in SAM when a contractor entered the space from the hallway. This room stores hazardous chemicals and should not be entered by individuals who do not know the hazards and/or risks.		
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. Add signage to the chemical storeroom that says “Authorized Personnel Only” or “Controlled Access.”</li> <li>2. Develop a list of known spaces that contain hazardous waste or serve as storage spaces for chemicals. Determine if there should be varied levels of access (i.e. staff have to be present for access vs. staff should be notified ahead of time).</li> </ol>		
<b>Referred to:</b>	<ol style="list-style-type: none"> <li>1. Christian Kinlin</li> <li>2. Krystal Nash</li> </ol>		
<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 3:00pm.		
<b>Next Meeting:</b>	The next meeting will be ad hoc and optional to work on the Hazard Communication Plan. Krystal Nash will send out information about the meeting.		

JUNE INCIDENT REPORT

Type of Report		Jan 2017 – 6/12/17	Employee	Student	Visitor
1	Contusion/Bump/Bruise	3	2	1	0
2	Cut/Laceration/Puncture	3	2	1	0
5	Muscle Sprain/Strain	2	2	0	0
9	Slip, Trip, Fall	4	4	0	0
16	Chemical Exposure	3	1	2	0
18	Misc. Incident	2	0	1	0
19	Workplace Hazard	6	-	-	-
<b>TOTAL</b>		<b>23</b>	<b>11</b>	<b>5</b>	<b>0</b>

Location of Incident/Reported Hazard			Jan – 6	Apr – 8
1	Central Campus	22	Feb – 3	May – 3
6	Other Location – Off Site	1	Mar – 3	June – 0
<b>TOTAL</b>		<b>23</b>		

	EHSP Classification	Description
1	Minor Injury	Employee was moving a cart loaded with computer equipment out of an elevator. Other party attempted to assist by pushing. Employee hand pinned between elevator wall and cart. Left hand impacted.
2	Near-miss	Employee was chipping ice out of a freezer. Noticed their right hand was scratched and bleeding. Assumes they scraped their hand on ice.
3	Near-miss	Student was dissecting a frog without eye protection. When she cut into the specimen preservative squirted into her eye. She flushed eyes for 15 minutes at eyewash. No lasting irritation or injury.
4	Minor Injury	Student was shocked when plugging in chargers at two locations on campus. Note: Facilities surveyed the areas when the IR was received and made repairs.

**Follow-up/Resolution:**

Minor Injury #4 from 6/12/2017: (Re: reported shocks from outlets in BE 1112 and 1110) Facilities surveyed those spaces and repaired damaged outlets. Note – unknown whether those outlets were involved in the incident as the report included no description of their location just the room numbers.

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.