

MINUTES: SAFETY COMMITTEE MEETING, DECEMBER 12, 2016

OPERATIONAL BUSINESS

Topic:	Attendance		
Members Present:	<input checked="" 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 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 checked="" type="checkbox"/> Kristina Sawyckyj Moreland <input checked="" type="checkbox"/> Linda Bruton <input checked="" type="checkbox"/> Michele Quinn <input type="checkbox"/> Susan Tokheim <input checked="" type="checkbox"/> Quorum Attained*
Meetings Type:	<input type="checkbox"/> Conference Call	<input checked="" type="checkbox"/> In Person: BE4180D	
Guests:			

*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 welcomes everyone and brought the meeting to order at approximate 2:04 pm.

Topic:	Approval of Minutes – November 14, 2016		
Discussion:	Chuck Davis moved to approve the minutes. Kristina Sawyckyj Moreland 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. Student, Maritime Academy, Diesel Lab, Transmission fluid sprayed into someone's eyes (they were wearing safety glasses), Student taken to ER to flush eyes. Miscommunication between instructor and student. 2. Evaluate workplace accident and illness prevention program, and discuss recommendations for improvement, if needed. <ol style="list-style-type: none"> a. Fillable forms are not accessible at the Safety and Security Office. 		
Action:	Make incident forms fillable (online).		
Referred to:	Krystal Nash.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled



NEW BUSINESS

Topic:	Employee Health and Safety Plan		
Discussion:	It is on the College Councils agenda. We are waiting on their approval.		
Action:	Dana M. and Krystal N. will update us once a decision is made.		
Referred to:	Dana Maestas, Krystal Nash.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Evacuation Plan and Task Force Committee		
Discussion:	<ol style="list-style-type: none"> 1. Elman is not present at meeting to give us updates on emergency procedures and floor monitors. 2. It was mentioned an instructor refused to teach at Seattle Central (anymore) because there isn't an evacuation plan for persons with wheelchairs. 		
Action:	Table for Elman's return.		
Referred to:	Elman McClain.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	A-Boards		
Discussion:	No one is actively monitoring where A-boards are placed. But now there is a reminder to not set them up in areas where they would block exits.		
Action:	Send reminders to Jeff Keever or Dana Maestas if boards return.		
Referred to:	N/A		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Safety Committee Website		
Discussion:	<ol style="list-style-type: none"> 1. Krystal met with PIO's office, and it is possible to create a website. The PIO's office is working on it. 2. There was a suggestion to use Formstack, a version of fillable forms, for Incident Reports. It also goes straight to the specified email (and even multiple emails), like a better version of Google forms. 		
Action:	Krystal will keep us updated.		
Referred to:	Krystal Nash.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Satellite Campus Integration		
Discussion:	<ol style="list-style-type: none"> 1. Krystal N. looked into what is implemented on other campus. <ol style="list-style-type: none"> a. Maritime has a committee and safety bulletin boards. b. SVI doesn't have a committee. c. Wood Tech has a safety agenda block in their meetings, but not a formal committee. d. Health education at PacMed is kind of a hodgepodge. 2. Chuck mentioned a safety committee is mandated by law, and there's a difference between safety meetings versus safety committees. He recommends that we not form additional safety committees. <ol style="list-style-type: none"> a. If there is a large enough issue they wanted to bring up, they can attend the meeting at Seattle Central. b. Maybe attendance via Skype. 		



Action:	Krystal N. will give Dana M. the names of contacts. She will also find out if other campuses keep minutes.		
Referred to:	Krystal Nash.		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Wheelchairs/Scooter Updates		
Discussion:	Linda B. hasn't been able to get input, for the meeting has been postponed. But she will ask at the next meeting if those using wheelchairs/scooters are recommended/required to move with the flow of traffic.		
Action:	We will table this conversation until we get updates.		
Referred to:	Linda Bruton.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

Topic:	Use of Space Guidelines		
Discussion:	There are no guidelines regarding sight into and out of classrooms. There were both pros and cons for visibility into classrooms.		
Action:	N/A		
Referred to:	N/A		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Mice Found in Various Location on Campus		
Discussion:	There is a routine pest control service, but it is an ongoing issue.		
Action:	Contact Kjrstin Fitch if you have a pest problem.		
Referred to:	N/A		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Hygiene of Common Areas		
Discussion:	Cleanliness is lacking in common areas.		
Action:	Contact "Billy" (Bilisumma Basha) if areas are being neglected. Chuck D. will also relay the message to Billy.		
Referred to:	Chuck Davis.		
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 3:01 pm.		
Next Meeting:	The next meeting is scheduled for Monday, January 9, 2017 at 2:00p in BE4180A.		