

Safety Meeting Minutes
The Evergreen State College

1/7/02

The meeting was called to order at 1:10 p.m.

Present: Robyn Herring, Sam Pooley, Laura Bergman, Peter Pessiki, Kort Jungel, Steve Huntsberry, Kathy Dean.

Not present: Mike Anchors, Burt Guttman, Chuck McKinney, Liza Rognas.

- This was the first meeting of the new Safety Committee, so there were no minutes from previous meetings to review.
- There was no unfinished business from the last meeting.
- No reported hazards were presented to the group for review.
- No accident investigations were being conducted since the last meeting.
- Topics discussed in this meeting:
 - It was agreed that Sam Pooley would be the Chair of the committee, and Kathy Dean would be the meeting recorder.
 - Robyn has reserved SEM 3157 for the remainder of the quarter. She will notify us when/if that location changes.
 - A new, improved Injury and Illness Report will be distributed shortly and will also be available on line.
 - Fire drills: Robyn's goal is to do two drills a year—one fire drill, and one an earthquake or some other event. They will be announced drills; drills are held so people think about what they need to do in case of an emergency, and they will get that from a pre-announced drill, too. We have emergency lighting (the generator comes on in 15 seconds in the Library), and additional lighting is being added where needed (Cashier's office).
 - The group listed various topics that could be covered this year:
 - 1) Slickness of Red Square
 - Red Square has been on the list for major capital work for years. The college has been looking at other surfaces that would still have the look of brick. Unfortunately, the big issue is funding.
 - Robyn will ask about treating the bricks to make them less slippery.
 - 2) Slickness of steps leading into the CAB
 - 3) Handrails in strategic locations (including bus loop area of Red Square)
 - 4) Injuries on stairs
 - 5) Blind intersections (whether tree trimming or ???)
 - 6) Adequacy of lighting
 - Robyn told the group that there was an evening walk around campus recently, and she was quite pleasantly surprised by the lighting. There are

a couple of areas that need some minor improvement. They plan to do another walk-around in the summer when the leaves are on the trees.

- Parking lot C by the shed is somewhat dark because of the height of the trees. Trees would have to be taken down; thinning would not be sufficient. Lower lights do not have as good dispersion, so we would have to add more lights.
- 7) SEM II site
- 8) Vehicle traffic on Red Square (congestion, and the wear and tear on the bricks).
 - Robyn will contact Brinks' armored car service and ask them to use the lower egress to the CAB, rather than driving across Red Square.
- 9) Air quality issues in the Library
 - These issues will continue until the Library is remodeled; money is continually requested for this project.
- 10) Smoking policy on campus
 - The policy is taken from the WAC, with rather vague reference to not smoking "in or near" buildings or access points—with no definition of "near". If we specify a distance, who is responsible for enforcing it? Should we reward people for smoking in designated places? We could plan to limit smoking areas to a few entrance areas to the buildings, but those people in the adjoining offices would be affected by the smoke and congestion. Evergreen seems to be a high-smoking campus, and it wouldn't be possible to make it a non-smoking campus. It would be beneficial for the college to promote smoking cessation, as that would pay in the long run.
- It was decided that the committee will focus on the following two main projects this year:
 - 1) Accident Prevention Program (distributed by Robyn)
 - The program includes general information, such as how to summon first aid, hazards in each program area, how to contact the safety committee, etc. The program packet varies for each area: there are lock out/tag out programs for electricians, blood-borne pathogen programs for health care, ergonomics, etc.
 - Robyn asked the committee to peruse the packet for flow and readability. We will discuss it at our next meeting.
 - It was suggested that the title pages of the appendices list the contents of the appendix.
 - 2) Emergency Response Plan
 - This exists in a very fat, bright orange binder and has not been updated for years.
 - We can steal from anyone; Robyn has already collected some plans.
 - It was suggested that we have information for people on 3x5 cards, listing the supplies, whereabouts of supplies, designated area for which they're responsible, their responsibilities, search and rescue information, shelter, etc.—make it very user friendly. We need to make it in a format where anyone could pick up the information and do it.

- The plan needs to address daytime response vs. after hours, etc. We need multiple people for each responsibility.
- The plan is to prepare against an isolating event—such as an earthquake, storm, or epidemic—where we could not rely on an emergency response from the outside world.
- Robyn is doing new emergency egress maps. These will be posted.

The meeting was adjourned at 3:00 p.m.

Next meeting:

February 4, 2002 – 1:00-3:00 p.m. – SEM 3157

Proposed topics:

- Robyn will bring the Accident Report Summary to the meeting.
- Sam will put together an agenda.
- The committee will go over the Accident Prevention Program.
- Any topics that are brought to the committee members by employees must be e-mailed to Sam. If you bring the topic to the attention of the committee, you must sponsor it in the meeting.