

Health and Safety Committee Meeting Minutes 06/05/2019

Attendees: Matt Lebens, Kyle Flynn, Eric Lakewold, Em Jones, Teresa Bravenek

Guests:

Recorder: Bianca Janssen-Timmen

Meeting started at 1:04 pm

Meeting Minutes

The May 2019 meeting minutes have been approved as presented at today's meeting.

Introductions and Meeting Requirements

With Chris, the committee chair absent, Em was kind enough to fill the chair position for this meeting.

In the future, Matt stated, he would like to see a vote-in chair for the meeting, as well as a dedicated minute taker. Meeting minutes should be written and send out within one week after the meeting to all committee members. The committee members are to review the minutes within the time to the next meeting, so the final meeting minutes can be ratified in that following meeting and posted online the next day.

Injury Reports – Matt Lebens

Matt presented the injury and illnesses summary for May 1st through May 31st.

- In the child care center one lower back strain was reported, due to repetitive motion associated with sitting/standing, while holding infants. The child care center supervisor and staff are currently considering modifications in order to remedy potential similar injuries. An L&I report was filed.
- A short-term diethyl ether fume exposure from Lab 1, Science Support Center was reported. When the diethyl ether was delivered the shipping container was opened under a fume hood. It is currently being investigated if the chemical has been spilled during shipment or before, if the chemical was delivered exposed and came in contact with the packaging during the shipment, or if the fume hood was malfunctioning. The diethyl ether was appropriately taken care of, but the packaging, which was an unfamiliar one, was discarded in an ordinary trash receptacle, which was in close proximity of an office space, where 4 students/staff worked and reported similar symptoms. Due to the exposure, the fumes were able to contaminate the surrounding area, which lead to short-term headache and dizziness in employees and students, working in this area. The case was reviewed, the problem was identified, the fume hood is being evaluated, and the supervisors and staff are currently working on routine procedures to avoid exposure by packaging material or other trash, by determining that garbage should appropriately be removed daily. No L&I report was filed.
- While moving a piano, a Facilities staff had their right leg struck, which resulted in a bruised leg and knee. The follow-up went back to the employee and the supervisor and they were informed that before moving large items, like a piano, they have to develop a plan, considering potential hazards, and if needed consider additional protection or help.
- A Facilities employee obtained an electrical shock to their right hand while changing a lighting ballast. Currently the incident is being investigated and corrective actions have been taken place in the week of May 22-27, 2019. It was determined that a Lock Out/Tag Out refresher was

necessary and from this point on made mandatory for the work group in the affected department. The No L&I report was filed. The corrective action needs to be documented and a summary has to be submitted to Matt.

An L&I report (Form 301) is supposed to be filed on the discretion of the employee immediately. If the employee chooses to file a claim with L&I, the college has 180 days to follow up on corrective actions. In any case though, any incident should be recorded and corrective actions should be put in place regardless if the employee signed the form 301 or not, for prevention reasons.

After the presentation the committee discussed the general use of this information. The main question was, what the committee is supposed to do with this information. A general agreement was reached, that at the least, the committee - should follow up on those incidences, see if they were investigated, what the outcome of that investigation was, what corrective actions the affected department/area decided on, which precautions should be in place to avoid accidents like the ones reported, as well as if those precautions have been applied.

On Em's recommendation, it was determined, that once a committee is fully established, this topic should be revisited and reviewed again and the a process should be determined, documented, and followed.

The Health and Safety Committee directive in general, is to ensure that every unit on campus establishes a work group, which ensures that a weekly safety meeting is conducted. This work group is accountable to the Health and Safety Committee, as well as Matt.

At this point in the meeting, Matt mentioned that he would like to add on to the Injury and Illness Summary tracking sheet 2 more columns: one for documenting actions taken and one to record the status (open/closed) of the case.

Review and motion to approve proposed revision of committee bylaws

At this point the committee bylaws are completed and everybody had a chance to look at them and submit their corrections. The suggestions and corrections were applied and the committee, as it existed at this point, ratified the motion with everyone in favor.

Next step will be to will be, to send the bylaws to John Carmichael for his approval.

New member recruitment timeline

In order to officially establish the current members appointments, their starting months need to be established and it needs to be determined if they would like to stay on the committee. Kyle and Eric joined the committee in May, Em in October, and Teresa's starting month was February. Bill and Chris need to be asked for their starting months.

The co-chair of the committee will track when people join the committee and when it is time to find a replacement for them.

At the moment there are 2 employee selected member seats open, employer selected member seats open, are 2 seats as well.

Matt will ask John to recommend 2 employees for these positions and Kyle will ask the Union to assign two members for the positions. The committee can recommend committee members or interested people from certain college units, and John or the Union would appoint those members. The committee would

like to see a representative from the Labs but ultimately would like to have someone on the committee, who is motivated and enthusiastic to do the work this group is doing.

Other

In the week of July 3, 2019, the date when the next meeting is scheduled, a lot of committee members are out of the office. Eric suggested to move the meeting to July 10, 2019 and the rest of the committee agreed on that.

Meeting adjourned at 2:00pm.

The next regular meeting is scheduled for July 10, 2019.