

Health and Safety Committee Meeting Minutes 05/01/2019

Attendees: Chris Balske, Matt Lebens, Kyle Flynn, Eric Lakewold, Em Jones, Bill Mikesell, Teresa Bravenek

Guests:

Recorder: Bianca Janssen-Timmen

Meeting started at 1:15 pm

Meeting Minutes

The meeting minutes have been approved as written.

Introductions

The committee welcomed two new members today:

Eric Lakewold, who was recruited for his knowledge and certification of HazMat materials and Kyle Flynn, who was asked to be a liaison between the Union and the committee, and therefore the entire campus community.

Injury Reports – Matt Lebens

Matt introduced everybody to the monthly injury report summary and informed the group that for the month of March/April 2019 there have been

- Four slips
- One work space related but none occupational injury
- One mental condition triggering
- One twisted ankle on uneven walking surface
- One back strain in Child Care Center, during a diaper change

Matt will send this summary out to the committee as soon as he's able to generate the official report.

Health and Safety Committee/Council Development – Matt Lebens

Health and Safety Committee/Councils are an L&I mandate for every organization that employs more than eleven (11) people. The frequency recommendation for a committee meeting is not in the WAC it is stated that a meeting should be at least 1 hour and looking up the rules on the L&I website.

The purpose of the Health and Safety Committee is to be the sounding board/liasion between management, workers, and the campus community in general.

Matt explained the push towards a more compliant accident prevention as well as a more effective functional health and safety program, in the future. The current increase of awareness and alertness is based on last winter's weather occurrences and an official L&I investigations of the college that needs to be addressed as soon as possible. These events have alerted the college's management teams and prompted their support for action.

Matt talked about some systems being in place but not effective because they had been neglected and not used appropriately for so long, the communication is just not in place.

Matt said that he's in the process now to re-establish safety procedures and compliance with the law by closing communication loops, encouraging managers and staff to cooperate, and by reactivate and newly

motivate the Health and Safety Committee with appropriate new members and focus, may that be as volunteer or assigned positions.

Matt reported that EHS is working on an online platform for trainings, which is in progress.

Chris was asking if the name of the committee would change to council and Matt will double check if that is a necessary action.

Matt is expecting each work unit to have safety representatives who will report to the committee on a monthly basis, what they have been discussing and what issues came up in their daily/weekly safety meeting. It will be also each unit's responsibility to include a budget for safety. That includes outside contractor work.

Bill noticed and expressed that the committee as it is today and functioned in the past year is dysfunctional, and that it needs to be brought back to where it meets the mandates and state laws and is represented by all appropriate stakeholders. Furthermore, where it keeps all the people safe and ensure this safety. Lastly, open up communication between all entities.

Next, Kyle spoke about his role of being the liaison between the Union and the committee. He read Article 20 about safety and health to emphasize that even in the Collective Bargaining it is written, that health and safety shall be ensured. He would like to see written bylaws as to how is the committee formed? Who is eligible to be on the committee? How many people are on this committee? How are they selected? How does it function? What are the processes? What are the mandates? etc.

So it was decided to form a sub-committee to write by-laws for this committee, and Kyle, Em, Matt, and Eric. They will meet on May 9th, 2019 and create a draft. This draft will be sent out to the committee by May 24, 2019 to review. Ideally the draft would be ready to be reviewed and possibly ratified by June 5th, 2019, the next Health and Safety meeting. And an approved bylaw will be available by latest July 1, 2019.

At this point the committee is presenting its ratified draft to the appropriate person in the President's Office for approval.

Graduation-Additional Temporary Smoking Shelter

The Commencement Planning Committee asked to take into consideration a one time (for both Graduations, TESC and SPSCC), temporary smoking hut between the parking areas and the core campus. This committee will only approve the temporary smoking shelter but not its location. The Commencement Planning Committee will identify the location and a risk assessment evaluation will have to be performed. Also, other stakeholders will have to be consulted in regards to the location. The majority of the Health and Safety Committee approved this request for a temporary smoking shelter for both graduations.

Health and Safety Fair

Matt would like to have some members of this committee manning a table at the fair. It will provide some information material and the committee members will talk about the visions and ideas of the Health and Safety Committee and what it is. The fair is on May 2, 2019 from 11 am to 2 pm, in the Library.

Representatives will be Eric, Kyle, Teresa, and Matt.

Bill was talking about creating a Banner for events like the fair for the Health and Safety Committee.

Matt will submit a work order for that purpose.

Meeting adjourned at 2:30 pm.

The next regular meeting is scheduled for June 5, 2019.