

## Health and Safety Committee Meeting Minutes 08/07/2019

Attendees: Chris Balske, Jacob Usher, Matt Lebens, Pam Garland, Jake Peetz, Peter Robinson, Eric Lakewold, David Brunckhurst

Recorder: Bianca Janssen-Timmen

Meeting started at 1:05 pm

Recording permission: Bianca informed the committee that the meeting will be recorded for meeting minute purposes. Peter Robinson was generally not in favor of the recording but he gave his permission for this meeting. Peter noted, that any recording would underlie Public Records Retention rules, by law and therefore, even if Bianca uses it only in order to create her written meeting minutes, they can be requested by the public. David Brunckhurst chimed into this conversation, stating that by law, if the recording is immediately erased after the meeting minutes are written, it is legally legitimate to have the recordings only for that purpose and not for public review. Eric spoke on the struggles writing the meeting minutes in the last meeting and how difficult it is to write them without a recording.

Ricky Lee Haney, outside the meeting, wanted to discuss this issue as well; he proposed before the today's meeting, to record all meetings and keep those recordings as official records that would be publicly posted. Again though, it was pointed out that this would need to be discussed and written down in a policy and should be reviewed and approved by an AG.

Bianca also pointed out that recordings can be at times very time consuming, so she brought up the need for written notes for time saving purposes.

☞ **Future agenda item:** Peter wanted this issue as a future discussion point and possible as a future policy rule.

Acting as chair for this meeting was Eric Lakewold.

In the approval of the July meeting minutes, Eric emphasized that if anybody would like to add, change, remove, etc. anything from the last meeting minutes, he would welcome this group effort and he would encourage it. That said, the typed meeting minute draft was not available as hard copy at the meeting, so Bianca proposed that she would send out the correct draft again (for they were sent out before on 8/2/19) for review. The committee members should review them by Friday, August 9, 2019. Bianca is collecting the feedback, consolidate them in a new draft, send them out to the committee again and they would be finalized via email.

Eric excused Ricky Lee Haney from the meeting, as he was in training and continued with heading the introduction of the committee members. A new committee member was Jacob Usher, Maintenance Mechanic in RAD. He is an employer elected representative, representing Housing. New as well is David Brunckhurst, the new Police Chief. He offered help in all law enforcement related/communications/community relations/security/safety related questions/discussions.

At this point it was pointed out, that after the summer, when all committee members are back and established, an official note taker and an official chair would have to be elected, in order to comply with the recently created and approved bylaws.

Kyle Flynn's resignation from the committee, yesterday, was announced and a thank you and appreciation for his work on the committee, from several committee members, followed.

The first agenda item, the 301 Reports:

Matt had no new reports at this point and noted that summers are generally quiet. With the revitalized Accident Prevention Program, things might change, soon. That said, Matt Lebens reminded everybody that the College's Health and Safety Program is under L&I's, as well as a third party assessment team's, review. He segwayed into the general 301 reporting issue, meaning, that just because no accidents were reported, that there were no accidents. So far, reports are only filed if they appear required by the law but EHS and the Health & Safety Committee would like all incidences reported. The EHS office and the committee is striving to bridge this gap and Matt might come back next month with past reports.

From here, the committee moved on to the second agenda item: Peter Robinson's draft of Form 301 Injury Report Process:

The discussion about which incidences should be reported continued.

The committee agreed, that everything should be reported for tracking purposes. Not everything will be officially reported and forwarded to L&I but it still is important to track all injuries on campus for reporting and prevention purposes. David Brunckhurst gave an explanation to internal and external reporting. Legally not everything has to be reported to L&I or OSHA, etc. The Environmental Health and Safety Department in collaboration with the Health and Safety Committee would look at all the reports and determine what can stay internal and what needs to be reported to external entities.

Peter handed out a hardcopy (see attachment) of his process draft and the committee reviewed it together.

Matt mentioned that a filed 301 can even help retro-active, when injuries or incidents turn out to be something more serious and a cause of an incident has to be addressed in order to avoid future incidences. The official submittal time, from the time of origin, is 24 hours but 180 days after the submittal it can be used for official claims, should it be necessary.

Next the committee continued with Peter's process document draft:

#1 was agreed on and Eric wanted some clarified about, the time between the injury, the actual recognition, and the reporting. It was discussed, that when filing a report, the injured person would use the retro-active day/time of the actual injury and Peter will add, that the reporting of the injury will be completed within 24 work hours of recognition. The recognition is NOT the same as the occurrence.

Here the committee noted, that the final result of this procedure document might need to go to an AG for review and ratification.

#2&3 were agreed on

#4&5 were placed in this place by Peter because even after an immediate injury recognition, an assessment has to happen and possible treatment measures have to be implemented but as soon as possible after those processes are dealt with, the report form should be filled out and submitted. At the same time, Matt stressed, the Supervisors or point of contact for 301, need to be informed.

Jacob Usher asked, if it would be better to submit an incomplete form (which btw. can be found online) within the 24 hours or wait until all the information is known, and submit it as soon as all the information has been gathered? Matt answered that he would prefer to rather have an incomplete form (even completed by a Supervisor) and have it updated at a later point. There is no indication anywhere that would state, an update is not allowed. Matt explained that reporting to EHS and HR are two different functions. EHS is external reporting and internal investigations and HR is about tracking when a claim has come through, marry that with a 301 and submitting it to the appropriate entity.

➔ **Action item:** Matt offered to Peter to meet with him, Jacob Usher and Kyle Adney (both have a lot of experiences with injuries and incidences) in the next few days, and help with fleshing out the process document draft. He is even considering different reporting's, such as reporting to DOSH, etc. **Matt will send out a meeting invite.**

#6 was basically agreed on but Matt added that while an incident is investigated by EHS, it is also communicated to the HSC and other knowledgeable entities, so a collaborative group effort can create a complete picture.

#7 Peter noted that he would like to add timelines to this point but would need some help. Some timelines about addressing issues are set by law and others the committee and EHS would have to determine.

➔ **Action item:** Matt will in the meeting with Peter, Kyle and Jacob, provide the needed timelines.

#8 was agreed on but Peter explained a little what he meant with the statement.

#9 Peter explained that this point was meant as closing out point. There should be a check in by somebody to see if this case is done and can be closed.

He was asking if the outcome of a subject's treatment is recorded in the 301 as well? Matt explained that it is part of the 301. If there is an open claim, multiple different treatments might be prescribed-a path if recover. Here we can see APF's, Accident Prescription Forms, to be created.

That's where the care team under L&I or whoever is assigned to the claim is advising the College, what job duties can or cannot be performed by the subject. Matt would like to get to a point, where the College would accommodate the people with injuries. Currently though, when a vast change in job duties is required, the College will not support it.

Peter explained the Notes are clarification points he would like to have more input on.

Eric alluded here the relationship of this agenda item with the creation of sub-committees, who would be dedicated to work on specific issues, like the 301 Form and the processes. Those

people would become the “experts” of their sub-committees issue and they would know exactly what to do, who to consult with to get clarification, etc. if anything in this matter area occurs. Eric would like to see sub-groups of people who are dedicated to the 301, etc.

☞ **Future agenda item:** Eric would like to discuss in future meetings, how the committee determines who would be on those sub-committees, what would they handle, what are they reviewing, in other words, a process within the process. The purpose of the creation of sub-committees would be the more efficient follow through on needed processes within the HSC, and HSC would be the support to EHS.

Matt noted, that all this is in the works and will hopefully be in place sooner than later.

Moving on with the agenda, #4 would be reports by Ricky Lee Haney but Ricky is not in attendance. Eric stated that Ricky sent out an email to the committee about what he was working on and asked if everyone received it. Peter said he received it but didn't have any time to review it. Matt asked if it was the document request and Eric confirmed that it was. Matt continued, with saying that he thinks Ricky was spot on with the document. He has all the information he needs, in order to get a better grasp on procedures in subject matters like sampling, analysis, overall review and reporting on HazMat conditions on campus. Some concerns that will be addressed with the establishment of those processes are: Do we have the right data? Do we have the right Firm to do the sampling coming in? Was there appropriate oversight on campus that ensured that said firm, did sample all needed areas and did it correctly? Matt would like to see Ricky Lee to continue in this capacity. He will get him all the needed access to electronic files, and he will continue to support him. Continuing, Matt explained that Ricky's work would address not only how we get the lab analysis results to a centrally located space in a way where they chronological and appropriately labeled, but also, how we get some of the narrative summary from the consultants. Further on, what happens with this information? Essentially the information is currently warehoused but not processed and sorted because there is no proper Admin support to steadily go through all this information and sort and process it.

➔ **Action item:** Bianca asked to have Ricky's email please be forwarded to her, since she did not receive it, which prompted the question again, if it was sent out to the HSC or just a few people? Matt said, that he would get it to her.

Next agenda item would be Lock Out – Tag Out procedures in the CUP discussion.

Eric mentioned here, that Matt sent an email to Mike Drennon. Following that email, Eric reached out to Mike Drennon but hasn't heard back, yet. Meaning there is no answer to Matt's request (in the email), that certain procedures have to be followed, training provided, etc., but Eric reiterated again, that he hasn't heard back from Mike Drennon to this point.

In the follow-up conversation, Matt talked about the time restriction and the lack of staff to deal with all the daily issues, is a strain for everybody on campus at the moment. He wanted to believe, that the email and the links in the email, have been looked at and some of the procedures were started to be implemented, but with no written documentation, due to the lack of staff to record those efforts, Matt cannot prove that they occurred and therefore they basically did not happen. And this issue relates not only to the CUP but all work units on campus. The Accident Prevention Program has to be implemented campus wide and EHS, as well as the HSC, take on

the responsibility of the assurance of implementation, campus wide. They will be the oversight entities. In the end though, it comes down to the Supervisors of each work unit, to make sure the procedures are implemented, documented, and the units stay updated on changes, and followed.

☞ **Future agenda item:** Eric took this conversation and brought up again, the development of more procedures in terms of how EHS and HSC in the future would enforce some of the procedures, rules, laws, etc.? How do we enforce, people even wearing the proper gear for the jobs that require certain attire? Or even have the required safety meetings? The implementation and enforcement issues have been discussed before but at some point, Eric said, the campus should come to a point, when those issues become a culture, instead of the exception. And it starts with the Supervisors to continually and regularly follow the procedures and rules, and take on the role of the “enforcers”.

Matt added to Eric’s comment, that those discussions are being held by key stakeholders but they take time, especially in terms what EHS’s role will be, what the influence and enforcement role it will have, and where it will reside in the future.

☞ **Future agenda items:** Due to time restrictions, Peter suggested to move agenda items 5 (Lock-Out – Tag-Out procedures in the CUP) & 6 (Clothing, protective wear for various work groups on campus) to the next meeting. Peter would also like to add to the next meeting’s agenda, the establishment of the minima for each work group’s safety meeting, so items like accidents in the work area, hazards, can be identified and documented. Peter wanted to know and establish the very minimum for each area (how often? how long? etc. has the work group to meet), as to help people to not be so afraid about those required meetings; having a structure of what is required. Once that matter is established we can work on the structure of how to make that required.

Bianca noticed the overwhelming amount of tasks the HSC is facing and suggested in the immediate future to have a limited amount of agenda items that can realistically be address in detail without too much pressure. At the same time keep a list of items that eventually have to be discussed and make their way to the committee and on the agenda. After all those issues have been addressed and resolved, the committee can go back to a more structured, regular way of holding their meetings with reoccurring items.

Peter shared that his staff meetings got more productive, once they changed the structure of the meetings from discussing little, miniscule items first and then longer, more complex items to more complex items first and then the quick little item.

Matt added that anybody on the committee can motion, to extend the meeting.

Peter left the meeting at 2:02 pm.

Eric was in favor or the two suggestions; to tackle big items first, and making a list of items that need to be discussed in the future. The beauty of meetings, like the HSC meeting, is that in conversations with others, new items are brought up that people would like to discuss. Those items can be added to the list and discussed in a fair order.

☞ **Future agenda item:** What will that look like? First come, first serve? Urgency? Who determines that order? – Will be discussed in future meetings.

Matt explained that down the road, once regular work unit meetings have been established and regular items, like Accident Prevention, are discussed by the work units. The work unit's representative, who is part of HSC, can then, once a month report the findings of the work unit to the HSC. It can include: What is the current situation? Where is the unit at? Things that were assigned. Progress that was made. What was the follow-up?

At the end of the meeting, Matt informed the committee members of his efforts to secure funding for the attendance of some HSC members, to the annual Governor's Safety and Health Conference that is coming up in Tacoma at the Convention Center. Matt would also like to get interested committee members, memberships to the Association of Safety Professionals, and similar professional associations to further and support staff to become more proficient Health and Safety Stewards.

Meeting adjourned 2:05 pm.

The next meeting is on September 4, 2019.

Attachment:

### Form 301 Injury Report Process

Draft

7/10/2019

Serial steps in the Process:

1. Recognition of Injury by subject
2. Assessment of treatment required by subject or others (either needing immediate attention, or longer term treatment)
3. Engagement of treatment, if needed (911, ER, primary physician, other as chosen)
4. Filling out of Form 301 Injury Report (to be done as soon as possible, considering immediacy of required medical treatment)
5. Submission of copies of Form 301 to EH&S, and to subject's Direct Supervisor
6. Investigation by EH&S of event, to determine cause and causal factors, and remedies and/or mitigations suggested which might reduce likelihood of repeat of event
7. Implementation of remedies and/or mitigations (need timeline set by EH&S for direct supervisor, for such implementation)
8. Evaluation by EH&S of whether remedies and/or mitigations have been implemented as required (need timeline for this evaluation)
9. Final submittal by EH&S of document of event, treatment obtained, cause determined, remedies and mitigations identified and communicated to direct supervisor with timelines, and whether a timed follow-up (30 days? 90 days?) shows these have been implemented, will close the Form 301 process for this event

Notes:

- These steps all seem consequential to me
- Each step should have a paragraph/section, below, detailing in slightly longer text, aspects of the step (who to consult, etc)
- Each step, if it has a mandated time requirement, should have that timeline stated with step: E.g.: "Step 4 (within 24 hours of event): Fill out Form 301, and submit copies to your Direct Supervisor, and to EH&S"
- Links should be included to necessary documents within this document