

Health and Safety Committee Meeting Minutes 07/10/2019

Attendees: Matt Lebens, Kyle Flynn, Eric Lakewold, Teresa Bravenek, Pam Garland, Jake Peetz, Peter Robinson, Ricky Haney

Guests:

Recorder: Eric Lakewold

Meeting started at 1:00 pm

Acting as chair for this meeting was Kyle Flynn, since Chris Balske was not present

Introduction of new committee members, Jake Peetz and Ricky Haney.

In attendance as proxy-members were Pam Garland, Police Services and Peter Robinson, LAB representation, who was nominated for a membership.

Em Jones was absent and will be gone for the summer but will return again in September.

First action item:

The meeting minutes from the June 2019 meeting were handed out, reviewed and approved as written by the group. They shall be posted on the Health and Safety Committee website.

First discussion item (order of business):

The election of a chair for the H&S committee was proposed but held off, since Em Jones was proposed that she be elected as chair for a year term. Since she is currently out, the committee decided to wait until her return to see if she is willing to serve in this position.

→ Revisit in September

Second order of business:

Matt Lebens told the committee that there were no new #301 injury reports to go over.

Discussed prior 301's:

- a) Electric shock took place at CUP – Matt is still waiting for response
- b) Repeated injury at Child Care Center – So far, no resolve of this issue has been found

Note: Talk around table ensued, as to how the H&S committee will come to handle 301 report in the future.

Matt brought up the question of who is the qualified person to best deal with each accident report, and how to determine who best can help determine how to prevent accidents in the future.

Idea that each work group has a, or would have a person, who would go through training, in order to evaluate and/or determine safe practices.

An idea arose, that new employees, supervisors, and co-workers are given full access and information about 301 forms, including, when to fill them out, location, accessibility, etc.

A greater emphasis on 301 forms and their importance, should be placed for all new hires.

Pam Garland spoke to the idea that as a result of short staffing and lack of training accident reports are not being filled out when they should and the fact that short staffing in general is a huge obstacle to safe work place, particularly in Police Services.

Theresa spoke to the idea of developing strict check list(s) for new employees.
Ricky added to this idea, that specific work groups or jobs should develop specific check lists.

Pam continued with the fact that continuously replacing permanent full time employees with temporary employees (and understaffing), combined with lack of training, result in accidents, non-reporting , and low morale; all of which result in unsafe work places.

Peter suggested developing a step by step process on how to deal with accidents and the reporting of accidents and then ways to prevent said accidents.

Kyle asked about a specific 301 report, concerning electrical shocks in the CAB. Kyle wanted to bring discussion back to specific 301 report as this was a potential life ending occurrence. That question was followed by a discussion about lab report concerning chemical smells, fumes, odors and how the report was handled. Peter spoke about details and Matt explained it was connected to an exhaust hood in the lab.

Peter felt the situation was reported, fixed, etc. Details can be found in 301 report of this incident.

Kyle followed up on this issue, by proposing that Matt work with Peter to develop an effective 301 reporting and action plan.

→ Kyle requested that the committee would like an update of this issue at the next meeting.

Peter spoke as to how we (the school) should deal with student accidents and employee accidents – accidents to various groups, i.e. students, employees and fold this into 301 reporting and procedures. Ways of handling/dealing with students is different (potentially) then other groups on campus.

Kyle proposed that a sub-committee be formed to determine specific L&I, DOSH regulations and how they pertain, govern specific work groups. Willing to help break down any confusion, as to what rules, regulations, safe practices each work group requires.

Kyle nominated Eric to start this work and Eric accepted.

Jake suggested that committee form a sub-committee that examines and oversees hazardous materials and testing.

Peter spoke to how complicated this be became and can be, in regards of the Labs. Peter would need to be a big part of this because it can potentially have big implications.

After a discussion, Ricky and Peter agreed to work on this subject with the possibility of forming a sub-committee to determine needs, etc.

Peter stressed again, how complicated and far reaching this could be.

Kyle made a motion that a sub-committee be formed to determine the impacts of changing how and who the safety committee traditionally has worked in past years.

Subjects to be looked at are

- 1) How Evergreen's Health and Safety Department may be too much for any one person to head up. I.e.: Can any one person be expected to do everything? Matt needs assistance, help, etc.
- 2) Budget expansion

- 3) Independence and transparency
- 4) Separating Health & Safety from any Department (such as Facilities or HR)

A discussion around the table continued about What is the goal of this?

How and who should the Health & Safety Committee answer to, etc.

Main goals to be independent and transparent, in order to determine safest practices, etc.

Many questions raised from this discussion, such as:

- Is this a union question?
- How to handle reports from L&I?
- Who gets safety information?
- Go to one person or entire group?
- Is this outside the committee's scope?
- Matt, as a none-voting Safety Officer, what is his relationship to management and responsibility?

Result: These topics have to be further discussed at next meeting.

Peter asked for clarification: How does information get distributed between committee, Safety Officer, Facilities AVP, HR, etc.

More to come on this.

Suggestions made that with upcoming reporting coming from L&I, that report(s) go(es) directly to Safety Committee in future.

Tabled for, until next meeting.

Meeting adjourned 2:10 pm.

The next meeting is on August 7, 2019

UPDATES:

-Subcommittee was formed and tasked with determining the feasibility of moving the HSE department out of the facilities work group to be chaired by Kyle Flynn.

- Subcommittee was formed and tasked with representing the Safety Committee/Union members/the campus at large during close-conference interviews with L&I/DOSH investigators to be chaired by Jake Peetz and to be accompanied by the current chief union steward (Michele Andis or assigned proxy) and the current HSE coordinator (Matt Lebens.)

- Subcommittee was formed and tasked with determining which statutes in the WISHA apply to each different work group (campus wide) to be chaired by Eric Lakewold.

- Subcommittee was formed and tasked with investigating and providing oversight to all HSE related testing processes and interdepartmental communications of test results (campus wide) to

be chaired by Ricky Lee Haney and to be accompanied by Peter Robinson pr/lab-science representative.

-Eric Lakewold's subcommittee would, along with determination of statutory requirements, also proactively liaise with DOSH consultation services in a manner better serving the Evergreen learning community.

Updates submitted by Ricky Haney, email, 8/15/19, reviewed and approved by Peter Robinson (8/19/19, email) and Matt Lebens (8/16/19, email).