

The Evergreen State College

Health & Safety Committee Minutes-9/4/2019

@1:00PM-Item #1 minutes (8/7/2019)

Bianca addressed the group per additions/corrections of minutes (i.e. red text note entries are additions to original notes.)

- Feedback is requested per possible need to have “AG input” on clearance of legality (retroactive 301 reporting/any other questions that arise.) Issues will be addressed as they arise.
- Questions about LOTO procedures @ CUP (Eric). Matt reports that Mike Drennon has not yet provided documentation as requested. Progress will be monitored and reported.
- Bianca addressed “scaling down” agenda items.[“How does *fair order* work out (specifics)?”] Peter responded to topic based on prioritization process development (still not official & must be addressed when leadership positions are filled.)
- Committee moved to add agenda item to meeting covering topic of prioritization of agenda items.
- Committee approved minutes from 9/4/2019 meeting.

Item #2 301 reports

Matt Lebens stated that reports are generally submitted month-to month. However, the reports covering the summer break period [7/1/2019-8/27/2019] have been combined and submitted for approval @ present (6 Total)

- (Employee-Business Services-Data Entry) Repeated motion injury/L&I report filed/follow up performed=ergonomic assessment.
- (Student Intern-Academics-Forrest Data Collection) Left knee injury/L&I report filed/no follow up.
- (Employee-Food Services-Chopping/Cutting) Laceration @ left index finger/No L&I report filed/no follow up.
- (Employee-Facilities-Surveying W/O#) Hornet sting (face)/No L&I report filed/follow up performed= Additional PPE access to effected workers.
- (Employee-Lab Science Op’s-Office tasks @LAB SSC) Potential fume exposure/No L&I report filed/follow up performed= Wax tray melting process. Further investigation required.
- (Student Intern-Academics-Wetland monitoring per WSDOT) Injury @ left knee/L&I report filed/follow up performed= Cause of incident was found to be walking through heavily vegetated & uneven terrain.

Item #2-B

Peter Robinson raised the issue of revising the tracking document that addresses OSHA 301 reporting procedures and practices (i.e. adding a status column to the report document.) Matt addressed the intent to revise the form and review the reporting process in order to provide clarity and transparency.

Eric Lakewold recommended that the HSC develop a process for following up with individual work groups to gather data on specific incidents and injuries (expanding the investigative process and providing closure to ongoing safety issues.) Matt added that the intended purpose of the reporting process is to raise awareness and provide a support function for work groups to utilize as issues are observed and reported.

Kyle Flynn motioned that Peter Robinson form and Chair the “301 Report Form Revision sub-committee” (Peter will put together structure and function of form with assistance from Matt Lebens and others PRN.) Motion was 2nd-ed and approved.

Matt Lebens expanded on the idea of sub-committees being used to address issues throughout campus/across work units and as a mechanism to gather and report data.

Eric Lakewold raised the issue of needed enforcement capabilities. Follow up narrative (provided by guest; Evergreen Police Chief David Brunckhurst) related to the importance of tracking enforcement procedures and results via the current CBA process. Questions about what is voluntary vs mandatory (work unit specific). Statements made that these issues should be addressed within the wording of policies listed in the (soon to be revised) Accident Prevention Program and addressed using the disciplinary process described in the CBA. Eric reiterated the need for policy documents to be provided to employees and supervisors in order to provide clarity and consistency to the enforcement process (with narrative from Chief Brunckhurst related to supervisory reports and documentation to be listed in employee files per disciplinary process.)

Item #3 EHS Self-Inspection Checklist

Ricky Lee Haney produced the self-inspection checklist (found in the current APP documentation) for each committee member to have filled out (self or assigned delegate) and returned at the next HSC meeting per data collection. The intent of the process is to build a “snap-shot” or “situation report” on the present state of each represented work unit. Peter asked that if any items found during the inspection process are remediated that we address the process in notes on the returned forms.

Item #4 Sub-Committee Progress Review

- Ricky Lee reports that test results and related documents are being sorted in facilities network files pending further review from EHS.
- Eric reported that little progress has been made per identifying administrative codes related to sub-committee assignment, but reiterated the need to address enforcement and disciplinary process with different work groups and supervisors.
- Kyle addressed the need to re-assign the “EHS Operations Feasibility Study” sub-committee [providing oversight to the feasibility study of the EHS department as it relates to the overall campus structure/org-chart.] Peter reiterated that it is necessary to provide structure to the rules and regulations as they are developed and suggested that an agenda item be added to future meetings in order to further discuss these issues as they develop.
- Eric re-engaged the issue of the L&I report and related closing-conference (see item #5.) Eric raised concerns that the process of the original L&I review with management was not transparent. It was reported that the bargaining unit representative (chief steward) was present at the closing conference and notes or further information could be requested from them.

Item #5 L&I Investigation Report

Ricky Lee reported that the violations reported and citations issued were specific to a specific work unit, but the necessary changes are required to be made across all work units. It was stated that any

violations found in the immediate future will put the college into the “willful violator” category and the fines associated with citations will increase exponentially. Matt reported on the details of items listed as “unable to correct.” Explanation was based on situations that unfolded in “real-time” and exposure(s) to the described hazards “cannot be undone.” Matt stressed that the work of this committee was to play a major role in identifying and correcting similar situations proactively.

Item #7 Future Considerations and Safety Concerns

Peter provided a document (Primary Health and Safety Issues within the Sciences.) Peter has already condensed what will be gathered from the EHS Self-Inspection Checklist to a list of current and ongoing issues related to the Lab-Sciences.

Item #8 Prioritization of Agenda Items

Peter suggested that the group approach agenda items from “large-to-small” in order to assure progress is made related to the more difficult issues.

[Motion was made and approved to add 5 minutes to the current meeting.]

[Motion was made to add agenda item to elect Chair-person and Co-Chair at present meeting. Eric objected to the concept of electing a Chair-person in absentia. Ricky Lee nominated Peter Robinson as Chair-Person. Eric requested the nomination be tabled and motioned to nominate Em Jones as Chair-Person. The committee declined to vote on both motions and the action was tabled until the next meeting.]

Ricky Lee brought up the fact that (per bylaws) the Chair-Person would set the agenda and the committee was still without a Chair. The Co-Chair would act as the de facto Chair until an official vote could be made on item. Eric moved that the assignments from the present meeting be the agenda items for the next meeting. It was reiterated that we are required as a committee to “check boxes” mandated by WAC/bylaws/policy and the selection of a Co-Chair would allow for the disorganization of the current process to be more efficiently addressed. Ricky Lee nominated himself for the Co-Chair and the motion was approved.

After a brief discussion Eric moved to adjust the meeting time for the next HSC meeting to 10AM to accommodate scheduling. The motion was approved.

Final discussion point was attendance records and tracking which was covered by referencing bylaws.

@2:08PM-Meeting Adjourned

Next Meeting: 10/2/2019 @10:00AM

Name	Designation	Role
Eric Lakewold	Employee Selected	Voting Member
Jennifer Mulcahy	Proxy-Teresa Bravenec (Employee)	Voting Member
Ricky Lee Haney	Employee Selected	Voting Member
Kyle Flynn	Proxy-Em Jones (Employer)	Voting Member
Peter Robinson	Employer Selected	Voting Member
Jake Peetz	Employee Selected	Voting Member
Matt Lebens	EHS Coordinator	Non-Voting/Ex Officio
Bianca Janssen-Timmen	Notes/Interim Administrative Support	Guest
David Brunckhurst	Police Chief	Guest