

# The Evergreen State College

## Health & Safety Committee Minutes-1/8/2020

[Lab I RM 2007. 3:00PM]

**1. Welcome to visitors**

No visitors Present

**2. Approval of December meeting minutes**

December Meeting Minutes reported as not available. December Minutes not approved.

**3. Accident investigation reports: Review 301 Reports**

Jacob states no 301 reports for the month of December.

**4. Update on L&I safety and health inspection reports/necessary corrections**

Jacob discussed that Ricky Lee & Wes Wonder had performed a walkthrough with a confined space consultant to strengthen their understanding on what constitutes a confined space so that Ricky can begin the process of inventorying all of the confined spaces on our campus. Followed by development of a program for confined space entry.

Peter requested that the HSC receive a soft copy definition of a confined space.

Jacob stated that the concern is that the Legal definitions of a confined space are not strict and have nuance, and elaborated that the walkthrough with the consultant gave Ricky and Wes and increased understanding of what constitutes a confined space so that upon declaration of a confined space, Ricky and Wes can adequately defend their interpretation of the legal definition

Jacob will send out the OSHA definition so that work groups can have an understanding of what constitutes a confined space, and then reach out to Ricky or Wes for the final declaration.

**5. Sub-committee progress reviews, if any (1 mins each) [3:25-3:30]**

**a. 301 Report tracking database/app Sub-comm**

Peter has nothing to report

**b. Sub-comm re Moving EHS Operations Reporting Line, Feasibility Study**

Shon Report that subcommittee met, discussed development of an initial proposal to be submitted to college leadership. Shon outlined this proposal and the sub-committee is meeting next week to discuss further.

**c. Sub-comm re which WISHA statutes apply to each workgroup**

Eric reported difficulty finding time to meet with Ricky regarding dress code concerns, but still plans to see it through.

**d. Test Process Monitoring Sub-comm (asbestos/air quality/water quality/etc)**

Ricky Lee was absent, Jacob had no information.

**e. Sub-comm re representing HSC/Union/Campus at mtgs with L&I, DOSH, etc**

There was confusion regarding what this agenda item meant, and why this was assigned to Wes, who is not a member of the committee. Kyle & Eric clarified that the purpose was to have a HSC or Union member sit in on the meetings with L&I in order to gain firsthand information from those compliance meetings.

Peter will reach out to Jake and Wes to clarify the purpose of this Sub-committee.

### **Working Agenda Items (3:30-4:15)**

Prior to this agenda Item, Shon brought up a point of process regarding providing content from sub committees or regarding specific agenda items. Committee members should provide hard copies at the meeting and e-mail a soft copy prior to the meeting for any agenda items brought by that committee member.

**6. Confirm Areas of Representation on HSC (EH&S, Sexual Violence Prevention, Sciences, Arts, CUP, Shops, Custodial, RAD, Faculty, Students, Police, Library, Others?)—confirm this list is as desired, and identify which are not yet represented. Plan outreach to reps from those areas—Peter, 15 mins**

The committee Agreed to the following:

EH&S rep present at all HSC meetings

SVP- Em recommended her representation be expanded to cover SWRA (Student wellness, rec & athletics). The committee agreed.

Sciences, Arts, CUP, Shops, Custodial, RAD (discussed later) were all agreed on.

The committee would like representation from the faculty, there was discussion on how best to reach out to the faculty as a whole to gain adequate representation.

Kyle brought up the historical point of contention in the committee regarding representation; do we want representation just to have it, or do we want to ensure members are engaged and interested in the work of the committee.

Peter stated that we ought to still reach out to see if we have folks that would be engaged and interested. The committee agreed

Peter will Email the all-faculty DL and potentially attend an all faculty meeting to recruit a faculty Representative.

The committee agree that, in spite of the current bylaws, a student representative would be valuable on the committee.

The discussion moved towards student workers, and Jacob posed the question of whether a student worker would be a distinct representative, or if the student workers were already adequately represented by existing members of the committee for their respective work groups.

Em brought up revisiting the mission of the committee, and having the mission be more present during committee meetings to help steer the committee towards fulfilling its mission. The committee agreed.

The committee agree that, despite the difficulties in achieving a consistent representative from the campus police department, we ought to still try to gain representation from police services.

The committee discussed how to gain representation from the library, Greg Mullins (Dean for instructional support, library and media services) was mentioned as a potential representative. The committee agreed that Peter should reach out to Greg. Jacob brought up a concern of one person representing the entire library building, and possibly reaching out to the various work groups within the library to try and bring in engaged, interested individuals.

Tacoma Campus was mentioned as a potential,

EM brought up the employee/employer selected distinction and how, within our bylaws, we add representation within these two categories. The committee discussed the details of how employer selected members are actually added to the committee.

The committee also discussed revising the bylaws to increase the committee size, the quorum size, and other details pertinent to increased representation.

#### **7. RAD representation:**

Kyle discussed how RAD presently has its own Health and Safety committee, modeled after the campus HSC. Kyle tasked the RAD HSC with selecting a member to have represent RAD at the campus HSC, and suggested that the chosen student worker be submitted to John Carmichael as an employer selected member. The committee agreed with this process.

Peter requested that the name be submitted to the committee prior to going to John, so the Committee has an opportunity to review the member prior to Peter submitting the name to John.

Kyle re-iterated that the person selected by RAD would, in theory have the endorsement of all of their co-workers, based on the present structure of the RAD HSC.

There was discussion regarding whether a student worker alone would adequately represent all of RAD, considering the position of student workers and the transient nature. Kyle assured the committee that RAD professional staff is in constant communication with EHS, so that perspective is not lost in committee.

Kyle will submit a name to Peter for a student worker, there will be further discussion on the need for RAD professional staff.

**8. Self-Inspection Safety Worksheet Results: Discuss collated date, identify top five areas we should address first collectively—Peter (20 mins) [3:45-4:05]**

Peter prefaced the discussion with a goal of finding 3-5 items from these self-inspection checklists that appear to be absent across work groups, present significant hazard, and are things the HSC could work towards addressing.

Section A: Accident Prevention Program is being worked on by EHS

Jacob brought up item B.12, Proper storage of heavy items as something that has caused injury in his experience. Em brought up having folks that marked No on item B.12 bringing back a Plan to mitigate the hazard for the next meeting.

Peter requested that we move through the entire checklist before electing items and working towards solutions.

In section F (Fire Safety) Jacob mentioned that, as an EHS member dedicated to fire and life safety, he will reach out to members of HSC that noted 'No' on any item, and address them individually.

The committee found that Section G (PPE) there were many work groups that noted 'No' on many items. The committee will take this entire section has a concern to work towards resolving.

Em mentioned that K(portable power tools).74, employees trained on manufacturers safety recommendations as something that the HSC could easily mitigate, as that information is in the manual for each tool.

Section N, Lockout Procedures is being worked on by EHS, some documents have been sent out and there is some work to be done on implementation of the program.

Section S, Confined Space program is being worked on by EHS.

Section T. Chemical Safety. It was noted that folks were not aware of a Chemical Hazard Communication program. Jacob stated that EHS delivered a written Campus HAZcom program via email in October. Jacob will re-send this written program to the HSC. The sciences has a distinct Chemical Hygiene plan, separate from the written Chemical Hazard communication plan.

Sina & Peter will review the sciences Chemical Hygiene plan and bring notes to the next HSC meeting to potentially incorporate into campus Hazcom plan.

Section U. Chemical waste management.

It was mentioned that nobody has received the training noted in U.144, Peter stated that the sciences group deals with a lot of chemical waste, and that nobody has received training outside those developed in house. Peter asked if it was OK to continue with in house trainings or if they should send staff to an outside certification program of some sort.

Jacob stated that it is the position of EHS that regardless of any legal requirement for recognized trainings, EHS wants the campus to move towards a competent person program, in which people developing and

administering trainings hold some kind of recognized certification for the subject matter.

The question remains as to what a 'recognized certification' means for various subjects and where to get them.

**9. Vote on (a) Ricky Lee as voting member; (b) Michelle Pope as Arts representative—Peter (5 min)**

The committee voted first on Michelle Pope as arts rep, the committee approved unanimously.

In discussing Ricky Lee as a voting member, Eric discussed a need for separation in having EHS vote could create a conflict of interest.

Jacob elaborated that one of the purposes of the HSC is to hold EHS accountable. The HSC should define and evaluate the work of EHS, so having EHS voting creates a conflict of interest.

Em brought up the value of EHS members expertise on the committee, and that one vote does not create a majority. Conflict and discussion is necessary a thoughtful approach to suggestions and decision making.

Peter mentioned a conversation with Matt in which Matt expressed a concern in being able to commit All of EHS for every meeting or even being able to commit just Ricky Lee to each meeting.

Peter brought up that the HSC is composed of representatives from various workgroups on campus, whereas Ricky Lee only represents an office. HSC members vote on behalf of a portion of campus, and Ricky in His position cannot do that.

Peter Recommended a no-vote, and to table the conversation.

Em stated that Ricky Lee and Matt need to be involved in the committee, as valuable resources and opinions regardless of vote, and that there are concerns about removing these resources purely in fear of a conflict of interest.

Eric mentioned that an EHS member can be required to be present at the HSC meetings. Preferably Ricky Lee

Peter will talk to Matt about what Commitment EHS can make to the HSC.

**10. Items not covered and moved to next meeting.**

Nomination and vote for co-chair

Smoking Policy

Concrete Dust in Lab I

**Attendance**

<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Role</u></b>
Peter Robinson (Science staff)	Employer Selected	Voting Member/Chairperson
Paul Paroff (Science Staff)	Employee Selected	Voting Member
Jacob Usher (EHS)	EHS	*
Eric Lakewold (Grounds)	Employee Selected	Voting Member
Sina Hill (Science Staff)	Employee Selected	Voting Member
Kyle Flynn (RAD)	*	Non-member
Shon Forsyth(Shops)	Employee Selected	Voting member
Em Jones (SWRA	Employer Selected	Voting Member