

The Evergreen State College

Health & Safety Committee Minutes-11/6/2019

[LAB: 1 RM2007 @3:00PM]

Peter Robinson [Chairperson] reviewed the agenda items with committee members.

Item #1 Welcome to visitors and introduction of new members

Peter introduced Connor Murphy [Farm Op's] as a guest and Hansina (Sina) Hill [Lab Sciences] as the new employee-selected member of the HSC.

Item #2 Focus of HSC meetings on proactive tasks and campus improvements

Peter shared his thoughts related to "proactively identifying and resolving safety threats" as stated in the HSC bylaws.

- Peter provided highlighted print-outs of the HSC bylaws and addressed the need to provide expanded oversight to "health & environmental" programs. Focus should be placed on "evidence-based" recommendations. Group should continue to focus on gathering data and reporting to stakeholders.
- Peter provided a review of current membership status in relation to "Article 1"; recommendation was made that outreach-efforts should be explored in order to increase awareness and participation from constituencies not represented on HSC @ present (students/faculty/admin. staff/etc...)
- Peter suggested "voting-proxy" [Article 2] process be reviewed/re-emphasized in order to maintain scheduling and progress (6 voting-member quorum should be established prior to each meeting.)
- Peter suggested that "meeting time limits" [Article 3] be reviewed. The 1 hour meetingschedule was proven to be insufficient (each post-revision meeting has exceeded time-limit) and a suggestion was made to extend meeting time to 90 minutes (contingent on needs.)

Item #3 Approval of 10/2/2019 meeting minutes

*Introduction of Em Jones [Sexual Violence Coordinator/Employer Selected HSC Member] and Daniel Mountain [RADS-Proxy for Jacob Usher]

Meeting minutes were voted on and approved with no further additions/revisions.

Item #4 Accident Investigation/301 Reports

Ricky Lee Haney provided print-outs and reviewed 301 injury reports & progress. [**Appendix-A Injury and Illness Summary: 7/19/2019-10/31/2019**]

Item #5 Update on L&I safety & health inspection reports/necessary corrections

*Agenda item was passed-on until next meeting.

Item #6 EHS self-inspection reports: submittal/review/timeline development

- Peter addressed the *EHS Self Inspection Forms* that were issued to HSC members @ prior meetings. Ricky Lee Haney provided a document/process review and delivered a "sit-rep" per details (document location/background information/future form revisions.)

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- Peter suggested developing a standard process for gathering forms and reporting/tracking information prior to meetings in order to review progress @ HSC meetings.
- Discussions about time allotment/location of source documents/represented work units culminated in the requirement that HSC members return completed forms @ next HSC meeting.

Item #7 Sub-Committee progress reviews

Peter provided a list of sub-committees per progress review:

a) 301 Report tracking database/app-Peter Robinson

Peter reviewed the scope of this sub-committee (tracking information “from start to finish.”)

- Peter suggested that a standard timeframe be established for the follow-up process (1 month/6 month/annual/etc...) The SOP is being developed and progress will be reviewed @ next meeting.

b) Feasibility study of EHS operational org-chart/office placement-Kyle Flynn

Peter reviewed prior discussions related to the organizational reporting responsibility of EHS within the Facilities Department.

- Emphasis was placed on the concept that EHS office should be independent. Committee members were asked to explore other “local/like” institutions’ organizational responsibilities. Shon Forsyth volunteered to assume leadership of sub-committee. No progress reported @ present.
- Peter suggested an update of HSC-DL in order to assist in management of sub-committee work and Sina Hill offered to fwd information from online EHS sources related to org-structure @ other higher-ed facilities.

c) WISHA statutes: identification and applications.

Eric Lakewold stated that he was going-through L&I regulations and trying to “...get a general sense of which codes [apply to] what...”

- Eric stated that he had attended a [fall protection] safety-training and had reached-out to other attendee’s and requested information related to the “dress-code” @ different “local/like” facilities. Eric offered to bring the aforementioned information (in addition to information requested from former co-workers @ The City of Olympia and The Olympia School District) to the next HSC meeting with the intent to develop a “standard dress-code.” A discussion ensued related to the original/intended scope of this sub-committee. Shon Forsyth requested clarification from Eric (i.e.”...is WISHA about dress-code? Is that what WISHA stands-for or something...?”) Eric explained that his efforts were focused on the dress-code in relation to safety.
- Ricky Lee suggested that the sub-committee’s focus be revised due to a redundancy of duties [EHS support office is performing this work while reviewing/revising the APP.] The original intent of this sub-committee was to identify which WAC statute applied to each work unit (general industry -vs- construction -vs- admin/etc...) Shon suggested that this committee work be revisited in the future.

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- Connor Murphy voiced a desire to expand on the topic of “dress-code” as it relates to current work/work groups. Eric stated that the current dress-code was [sub-standard/not enforced]. Ricky Lee provided a “sit-rep” on current PPE tracking forms [location/content] in relation to dress-code [not reviewed/revised since 2008.]
- Sub-committee will be “on-hold” while scope of work is reviewed/revised. Eric Lakewold will continue to gather information related to “dress codes.”

d) Test process monitoring.

Ricky Lee provided review of all asbestos testing (NVL Labs) from 7/1/2019-10/31/2019 w/emphasis on sample locations and circumstances of findings. *Copies of NVL-Labs reports available @ EHS.*

- Peter requested information related to turnaround-time of test results return [24hrs-1 week PRN.]
- Peter requested information related to the reporting/control process of “hot samples” or verified ACM. Ricky Lee described the current process (i.e. *test samples/report & communicate hazards/stop work/restrict access.*) Peter stated that he would like to see the committee address shortcomings in processes/programs and requested that this subject be followed-up @ next HSC meeting. Issue will be an official “discussion item” @ next meeting.

e) L&I/DOSH investigation communications/representation

Sub-Committee work is being performed via EHS office. Close-conferences have been completed. All committee members have access to documents per request and progress reports will be reviewed @ each monthly HSC meeting.

Item #8 New Business

a) Proposal to move bookkeeping/informational tasks to Email (where permitted), with discussion of such meetings where desired [approval of minutes; 301 reports; etc...]

- Peter stated a desire to further address HSC work-items via email in advance of monthly meetings (increase efficiency.) HSC members should work to make progress towards stated goals during the time between meetings with focus on providing progress-reports @ monthly meetings (when possible.)

b) Proposal to book meetings for 90 min.

- Motion was made to officially extend meeting time to 90 minutes “booked-time”. Motion was made/2nd/passed w/contingency on “needs and progress” [meetings will end when relevant work is completed.]

c) Discussion of HSC membership and constituencies.

- Peter revisited the discussion related to active-roster and attendance. Need to assure that enough HSC members are present each month to provide a quorum and maximize the effectiveness and progress of the committee.
- Peter emphasized that each committee member is required to report committee findings to their constituency (per bylaws.) Eric stated the original intention (during

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bylaws development process) was for each work-unit to have representation @ the HSC in order to provide a two-way conduit of information. Each work-unit was to provide information (documented @ work-unit specific safety meetings) to the HSC in order to address needs and issues campus wide. Peter gathered information from HSC members related to the effected/associated constituencies of each member. Emphasis was placed on addressing non-represented stakeholders (Students/Faculty/Admin/Police/Aramark/LIB staff) via outreach [emphasize open door policy for visitors]. Process/progress will be revisited PRN @ future meetings.

d) Discussion of HSC member attendance and bylaws

Discussion ensued related to current membership and attendance policy listed in the bylaws.

- Eric addressed concerns related to current employer-selected member attendance and inquired about the enforcement/replacement process. Some employer-selected HSC members are NOT full-time and scheduling future forward will be addressed prior to next HSC meeting.

e) Nominations at 12/4/2019 meeting for Co-Chairperson of HSC

Candidates should be considered by voting members and nominations will be sent to Peter Robinson prior to next HSC meeting.

- *Discussion ensued related to EHS-Support office involvement (scope of work) w/HSC. Ricky Lee Haney's official role as EHS-Support/HSC Support will be addressed prior to next HSC meeting.*

f) Information on "Campus Drone Policy" [under development]

Peter provided a document (currently being developed as a "stop-gap"/to be reviewed by HSC members) addressing the lack of current campus policy/regulations related to the use of drones on campus.

- Document/policy development is in response to the ever-expanding use of drones on campus and lack of current policy.
- Peter emphasized that the document is "NOT formal or official." HSC members are to return any suggestions/concerns to the HSC ASAP.

g) Call for agenda items for next meeting

- Review of documents to be returned @ next meeting: Self-Inspection Forms/PPE assessment forms/Campus Drone Policy.
- Eric stated a need to address the blood borne pathogen (BBP) policy & training within each individual work group. It was stated that the current program (each unit tracking documents & training internally) has been proven ineffective. EHS will provide a "sit-rep" @ next HSC meeting.

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h) Visitor agenda items

- Connor Murphy requested information related to the process of dedicating a “smoking area” @ the organic farm. Ricky Lee offered to send links to the information available @ the evergreen website.
- Connor requested clarification of the policy guidelines as related to “employees -vs- students or non-employees”. Peter and Sina Hill provided feedback related to the current situation/philosophy within the Lab Sciences. Ricky Lee expanded on the subject and explained the differences in the current “stop-gap” [APP] training program and the eventual implementation of the online [Canvas] on-boarding/training program.

J) Nascent agenda items.

*No unplanned agenda items addressed.

@4:30PM-Meeting adjourned

Next Meeting: 12-4-2019

Attendance Roster

Name	Designation	Role
Eric Lakewold	Employee Selected	Voting Member
Teresa Bravenec	Employee Selected	Voting Member
Hansina (Sina) Hill	Employee Selected	Voting Member
Shon Forsyth	Employee Selected	Voting Member
Paul Paroff	Employee Selected	Voting Member
Daniel Mountain	Proxy-Jacob Usher (Employer Selected)	Voting Member
Em Jones	Employer Selected	Voting Member
Peter Robinson	Employer Selected	Chairperson
Ricky Lee Haney	Proxy-Matt Lebens (EHS-Support)	Non-Voting/Ex Officio
Connor Murphy	Farm Op’s	Guest