

The Evergreen State College

Health & Safety Committee Minutes-10/2/2019

LAB2: RM#1250 @10:00AM

*2 minutes per review final revisions to (9/4/2019) HSC meeting minutes.

Item #1 Introduction of new members.

Ricky Lee Haney (Co-Chair) led the introduction of Shon Forsyth and Paul Paroff as “Employee Selected Members” to the HSC. Both Shon and Paul provided background information (current position/prior experience) related to their interest in joining the HSC.

- Peter Robinson suggested exploring the addition of a faculty member or student representative to the HSC per “perspective.” Jacob Usher suggested consulting with the “RADS (internal) HSC members” in order to establish a partnership and gather relevant information. Peter suggested this item become a topic for further discussion @ next meeting.
- Eric Lakewold addressed the “meeting notice and communication process” in relation to HSC member attendance. Eric voiced concern that members were [not properly notifying HSC of expected absences and were not following protocols listed in the bylaws per attendance guidelines]. Matt Lebens provided a “situation report” on current attendance and ongoing issues related to the development of the HSC leadership structure (i.e. lack of current elected officers/newly implemented operations guidelines/restructuring of EHS department.) Matt stated that Ricky Lee Haney has been assigned to the EHS office and will be attending future HSC meetings to provide support functions to the Chairperson/Co-Chairperson/ex officio (communications/attendance & record keeping/notes & minutes/etc...) A new “Employee Selected” committee member would be selected prior to the next HSC meeting.

Item #2 Approval of 9/4/2019 meeting minutes.

Meeting minutes were voted on and approved with no further additions/revisions. [Shon Forsythe abstained per his “recent addition to HSC.”]

Item #3 Accident Investigation/301 Reports

Matt Lebens provided input related to the addition of an “Action Taken” section to the 301 review form [per discussion @ prior meetings.]

- (9/16/2019 Employee-Housing-Logistics Support) Strain @ left-shoulder observed post-incident/L&I report filed. *Action taken: Jacob Usher reported, “...the worker’s lifting technique was good. Physical condition & age were cited as the likely culprit. The employee did not report fatigue or other physical issues to the supervisor.” Communication and “relief-staff scheduling” were the focus of the incident debriefing. Paul Paroff inquired on the timing of injury awareness. “Was this person aware of the injury while still at work?” Jacob reported, “2 days of soreness with the 3rd day culminating in “lost work time” per injury.

Item #4 Review EHS inspection reports/necessary corrections.

Matt Lebens explained the current injury reporting process and addressed the need for additional revisions to the APP/further awareness training for all stakeholders. Discussion centered on developing efficient reporting mechanisms that are easily accessed and communicated by all stakeholders per future program development.

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- Peter requested that the current forms and process information be made available to committee members per action plan development. Matt suggested an “open door document review policy” and addressed the process of identifying necessary access to specific topic-related documents.
- Matt provided progress report per L&I/DOSH investigations and citation abatement. Ricky Lee stated that all information requested (through proper channels/protocol) would be provided by the EHS support office. Item is likely to be revisited @ each future HSC meeting per progress reporting & program development. Safety related items submitted per review: Ladders/Fall Protection Program. Industrial Hygiene related items submitted for extension: Training/Program & Policy. Peter inquired per meeting the 9/30/2019 abatement date, “...did we meet the deadline and what are we doing institutionally to address the ongoing issues?” Matt provided a “sit-rep” per current operations as they relate to the revisions being made to policies & procedures. (No work @ heights/no confined space entry/new service tunnel entry procedures/complete review of APP with necessary revisions.)
- Peter suggested a focus-point @ next meeting per “information privacy” and proper formatting of committee information. “What information (if any) would be openly shared with the public by individual committee members as opposed to a press release?” Matt addressed ongoing revisions of reporting forms that should allow open access while still protecting the privacy of individuals. Jen Mulcahy stated that the custodial team practices an “open policy” per information related to workplace safety. The stated purpose of this practice is to “keep different people who may not work on the same shift aware of problems and changes being made. It’s important that everybody is informed of the safety issues and then it’s up to them.” Ricky Lee restated the importance of leadership development (structure) within the HSC in order for the group to function as intended.
- Eric inquired on current [in-house/follow up] reports related to the findings of 3rd party investigations “...do we have a mechanism for people to go in and check progress?” Matt addressed the progress being made with internal assessments of current resources and identification of current process “shortcomings.” Matt stated that he will work to develop a status-report document in order to better communicate progress per each affected work-group.
- Jen inquired about communication policies related to responsibility per corrective action of outside/3rd part entities (improper waste disposal/damage to property/etc...) Matt responded that the “steward of contract” (work-unit supporting the contractor) should address the described issues.

Item #5 EHS self-inspection reports

No report forms were returned by committee members.

- Ricky Lee explained the process of returning EHS self-inspection forms and related review purpose/function. Follow up requests should be processed through the EHS office.

Item #6 Sub-Committee progress reviews

Ricky Lee explained the ongoing policy revision process (APP) as it relates to “daily operations” and development of standard operating procedures. Policy will be revised to effectively address the requirements of each individual work group.

Item #7 Election of Committee Chairperson

Ricky Lee provided review of recent events related to HSC leadership selection (post “HSC revitalization” process implementation.) Election process was tabled @ 9/4/2019 meeting per consultation with nominated committee members. It was stated that Em Jones was not currently available to accept the Chairperson position if elected. Ricky Lee nominated Peter Robinson as HSC Chairperson (Shon Forsyth 2nd motion.) Peter was elected per unanimous vote.

- Peter requested that Ricky Lee continue as Co-Chairperson until replacement (per administrative duties/functions) could be selected @ next meeting. Peter stated that the “Chairperson’s role” would be further developed in alignment with the required organizational functions of the HSC. Eric voiced concerns related to the separation of the EHS office & HSC. Suggestions were made per continuous development of EHS/HSC relationship as related to necessary organizational functions. Ricky Lee provided a “sit-rep” per EHS support functions related to HSC needs/responsibilities and the ongoing development of the Accident Prevention Program. Matt explained the HSC’s role in the mandated changes in the overall safety program @ The Evergreen State College.

@11:08AM-Meeting adjourned

Next Meeting: 11/6/2019 @1:00PM

Attendance Roster

Name	Designation	Role
Eric Lakewold	Employee Selected	Voting Member
Jennifer Mulcahy	Proxy-Teresa Bravenec (Employee Selected)	Voting Member
Ricky Lee Haney	Employee Selected	Voting Member (Co-Chair)
Shon Forsyth	Employee Selected	Voting Member
Paul Paroff	Employee Selected	Voting Member
Jake Peetz	Employee Selected	Voting Member
Jacob Usher	Employer Selected	Voting Member
Peter Robinson	Employer Selected	Voting Member
Matt Lebens	EHS Coordinator	Non-Voting/Ex Officio