

The Evergreen State College
Health & Safety Committee Minutes –December 4, 2019

[3:00PM]

Peter Robinson [Chairperson]

- 1) Welcome to Visitors
 - a. Kyle
- 2) Confirming email approval of November 2019 meeting minutes
 - a. As much as possible, we will work through email
 - b. If there are issues please email reply all
 - c. We can discuss at meeting if must
 - d. No comment on draft implies no disagreement.
- 3) Accident investigation reports: Review 301 reports
 - a. Matt reviewed reports with committee.
 - i. Foot injury, metal puncture of shoe, Records in Chair's folder
- 4) Update on L&I safety and health inspection reports/necessary corrections
 - a. We have asked for an extension to send the requested information to L&I.
 - b. We have addressed confined spaces access rules and are awaiting a response from L&I. We are not sure of next actions form L&I.
 - c. Matt is working with work units to determine appropriate compliance to required accident prevention trainings
 - d. Will work to review risks to work units
- 5) Subcommittee progress reviews
 - a. 301 Report Tracking Database/app Sub-Comm
 - i. No update
 - b. Moving EHS Operations Reporting Line, Feasibility Study
 - i. Sub Comm members Shon, Sina, Jacob, Ricky Lee
 - ii. Peter shared how EHS is placed on org charts in other institutions
 - iii. Discussion about the best reporting structure such that EHS may act independently even though it may report to one area, much as the campus police or public safety operates.
 - iv. Shon, Ricky Lee, Sina will comprise Sub Committee
 - c. Which WISHA statutes apply to each workgroup
 - i. Eric: Researching appropriate protective equipment with initial focus on his area in Grounds Keeping as a model that may be applied to other work areas.
 - d. Test process monitoring (Asbestos/air quality/water quality/etc)
 - i. Ricky Lee: Samples taken for work starting at the campus child care facility. There was a lack of communication as to the scope of the work which lead to some confusion in what parts of the facility were to be worked on to allow for occupancy and testing.
 - e. Representing HSC/Union/Campus at meetings with L&I, DOSH, E

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Working Agenda Items

- 6) Self-inspection Safety Worksheet Results: Each area reports top 3-5 areas of actionable
 - a. Peter handed out self-inspection worksheets for work areas to consider
 - b. Sina created a fillable form. Paul will compile the results in a table.
 - c. We read through the form to get a feel for the nature of the questions and to better understand the intent and how it will be used to highlight common issues
 - d. Sina asked if our homegrown lab safety trainings are acceptable. Matt offered to review these trainings and help assess their adherence to applicable safety standards.
 - e. We discussed what mandatory trainings might be required for and the quality these for different disciplines and how that is (or needs to be) tracked.
- 7) Update of Distribution List for email.
 - a. Peter is having the DL updated with the names of current members of the HSC and remove former members. Bianca is the current DL manger and Matt offered to get Peter listed as a DL administrator so that he can edit it himself.
- 8) Adding new Committee members to represent more of the campus
 - a. Who might be a RAD representative? Kyle (RAD Safety Officer) offered to help identify a good candidate. Plan is to have a recommendation before next meeting.
 - b. We currently have 2 employer selected members and 5 employee selected members
 - c. Peter proposed that Ricky Lee Haney become a voting member of the committee. The motion was seconded, voted on, and passed unanimously. Peter moved to postpone implementation of this action until we have had further discussion of the implications at the next meeting. The motion was seconded, voted on, and passed unanimously.
 - d. Peter reached out to Michelle Pope to represent the Arts. The group had a positive view of having Michelle join the group.
 - e. Peter asked for other members of the group to consider who else should be on the committee and/or what other groups should be represented. Ricky Lee suggested that the CUP be represented. Matt offered to see who might be interested in representing CUP.
- 9) New Business
 - a. Peter moved to postpone discussion of nominating a Co-chair to the next meeting due to time constraints. The motion was seconded, voted on, and approved unanimously.
 - b. Peter asked that folks email him new agenda items for next meeting.
 - c. Eric asked that an agenda item be added for discussion that RAD has a safety committee and proposed that each work group should have a safety committee. Matt said that this should be a part of the accident prevention program that EHS is working on. Peter described how the SIT group discussed safety related issues as a group. Peter described discussions aimed at putting together a lab and field safety advisory group comprised of Faculty, Staff, and a campus risk assessment officer. This group could be a subcommittee of the HSC.

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Meeting Adjourned at 4:30PM

Missing list of attendees.

Notes take by Paul Paroff