

The Evergreen State College

Health and Safety Committee: Minutes, November 4, 2020

Requisite Agenda Items:

1. Welcome to visitors—Peter
 - a. Erin and Taylor
2. Welcome to new EHS Manager, Taylor Slaughter—Peter/Scott
 - a. Taylor Slaughter introduced as new Health and Safety coordinator.
3. Approval of October's meeting minutes—Peter
 - a. Kyle moves to accept, Sina seconds, all in favor, none opposed. Minutes adopted as written.
4. Accident investigation reports: Review 301 Reports—Taylor
 - a. Hand laceration from broken glass, looking into supplying cut resistant gloves
5. Sub-committee progress reviews, if any
 - a. 301 Report tracking database/app Sub-comm: On Hold—Peter
 - i. Peter described the intent to Taylor
 - b. Sub-comm re Moving EHS Operations Reporting Line, Feasibility Study—Shon
 - i. Kyle offered to reinvigorate the conversation.
 - c. Sub-comm re which WISHA statutes apply to each workgroup: On Hold—Eric
 - i. On hold
 - d. Test Process Monitoring Sub-comm (asbestos/air quality/water quality/etc.)—
 - i. Moving responsibility to Taylor.
 - e. Sub-comm re Campus Smoking Policy—Em
 - i. Nothing to report.

Working Agenda Items

6. COVID-19 Reports by Area
 - a. Updates from Members on current practices, news, issues
 - i. Scott: No confirmed cases on campus, one remote in Tacoma that had not been to campus. Plan for a spike in COVID cases with the holidays coming up.
 - ii. Kyle asked what the rate of Health Verification Forms (HVF) fails were and Em said increasing overall and on average 5 fails per day. A case where one person was exposed to a confirmed COVID case and they had contact with 16 or so people so that was

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followed up on. Mostly symptoms likely due to cold and flu season. CDC support a symptom based evaluation system rather than relying on testing. So a 10 day isolation is what is recommended. Kyle asked how Tacoma campus was doing, there weren't any issues of note related to the Tacoma Campus. Paul asked if Em and her team is keeping up with contact tracing and follow-up. Em said that they are just able to keep up with the current load. They cannot do more than the bare minimum.

7. Program Updates?—Taylor

- a. Scott reporting (Taylor having audio issues on Zoom) Taylor has been working with Facilities personnel on training for confined spaces, confined spaces rescue, fall protection, lift inspections, lift training, the parts that are missing are the in-person parts. Good progress overall.

8. Updating HSC Website discussion—Sina

- a. Current web site needs to be moved to WordPress. Sina will send a link. She needs access from IT and is waiting for support. Sina is looking for input on what she has so far. The links to documents on the old site are no longer working and we need to determine what information to carry over from the old site. Kyle and Paul offered to help with this. Peter also invited Taylor too help with whatever input they can offer.

9. Review of By-Laws—Peter, Sina

- a. Discussion of expanding membership to be more inclusive of un- or under represented areas of campus.
- b. Scott shared these requirements of membership from the WAC:
 - i. You must establish a safety committee. Make sure your committee: (a) Has employee-elected and employer-selected members. (i) The number of employee-elected members must equal or exceed the number of employer-selected members. Note: Employees selected by the employees bargaining representative or union qualify as employee-elected. (ii) The term of employee-elected members must be a maximum of one year. (There is no limit to the number of terms a representative can serve.)(iii) If there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting. (b) Has an elected chairperson.(c) Determines how often, when, and where, the safety committee will meet. Note: • Meetings should be one hour or less, unless extended by a majority vote of the committee. • If the committee cannot agree on the frequency of meetings, the department of labor and industries regional safety consultation representative should be consulted for recommendations.
- c. Proposing increasing the membership from a limit of 10 to no fewer than 10 and no more than 20. Need wording for minimum quorum if less than 10 in attendance at a meeting.
- d. Changing distribution of numbers of members to percentages from numerical limits.
- e. Discussion of how appoint new members. Some are selected by campus leadership and some can be voted in by the committee.
- f. Taylor offered to share the WAC sections that apply and have guided these bylaws to make sure we continue to follow the appropriate state guidelines.

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- g. Discussion of how to manage members who find they cannot make it to meetings for whatever reason. Peter will work on the language.
- h. Meeting duration should be no longer than 90 minutes.
- i. Taylor will go through the proposed draft edits to the bylaws and make sure they follow the WAC requirements.

10. Review of HSC Documents—Sina

- a. Need to locate the documents that the web team scrubbed.

11. New Business

- a. Call for Agenda Items for next meeting? (2 min)
 - i. Michelle asked if the time of the meeting could be adjusted to accommodate Teresa who cannot stay to the end of this meeting. Peter will reach out to her and her manager to see what might work.
 - ii. On-line training HIS Vivid safety training rollout. (Scott and Taylor).
 - iii. Peter asked if we should extend our membership terms to keep within the guidelines.
- b. Visitor agenda items
 - i. None.

In Attendance: Peter Robinson (chair), Sina Hill (co-chair), Eric Lakewold, Kyle Flynn, Teresa Bravenec, Dawn Leopardo, Taylor Slaughter (guest), Michelle, Pope, Em Jones, Paul Paroff (notes), Scott Morgan, Shon Forsythe, Erin Brewster (guest).