

# The Evergreen State College

## Health and Safety Committee: Minutes, September 7th, 2022

1. **Welcome to visitors**—Sina
  - a. No new visitors
2. **Motion to approve previous month's meeting minutes**—Sina
  - a. Motion to approve July 2022 meeting minutes from Beth, motion was seconded Jason. All were in favor, none were opposed. Meeting minutes for July were adopted.
3. **Accident investigation reports: Review 301 Reports**—Taylor
  - a. Follow-up on reports from last month
    - i. None
  - b. New reports
    - i. Two reports in August and September, one was a trip and fall in the Child Care Center, the other was for an ergonomic injury in the Mail Room. Taylor will follow up each incident with an accident investigation and report and see if there are any mitigations that could be put into place.
4. **Test Process Monitoring (asbestos/air quality/water quality/etc.)**—Taylor
  - a. Ongoing testing correlated to work orders. We have been using Terra-Con as an outside contractor but now Sina has been trained so she can also help. Taylor has another volunteer willing to be trained as well. Sina mentioned that HSI also offers Asbestos awareness training for our employees and to contact her if interested.
5. **Sub-committee progress reviews, if any**
  - a. **On Hold:** Sub-comm re 301 Report tracking database/app – Taylor
  - b. Sub-comm re Moving EHS Operations Reporting Line, Feasibility Study - Shon, Sina, Taylor
    - i. A summary report has been provided to the executive team. William will get it put on the agenda.
  - c. **On Hold:** Sub-comm re which WISHA statutes apply to each workgroup - Eric
    - i. Shops/Motor Pool/Grounds – PPE/Dress code update
    - ii. Other areas?
  - d. **On Hold:** Sub-comm re Campus Smoking Policy: Smoking Shelter by Shops? - Paul, Eric, Teresa
    - i. William told us that they received the design for the new smoking shelter to be located between SEM 2 and the COM buildings and that it would be going through the approval process this week and should be installed as soon as early January 2023.
  - e. Sub-comm re Clean Woods – Eric
    - i. Taylor shared that although there has been no action recently, some sites were cleaned up.
    - ii. Sina mentioned that if any sites requiring cleanup are located that they be reported to Health and Safety.
  - f. **On Hold:** Sub-comm re Camera Surveillance – Dawn, Taylor, Paul

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6. **COVID-19 Updates and Reports by Area –**
  - a. Updates from members on current practices, news, issues
    - i. None
  - b. Updates on new campus protocols or announcements
    - i. New protocols are being drafted for Fall. Masks will continue to be optional. We will continue to ask folks to fill out the HVF and stay home when feeling ill and test. William added that if you get sick while on campus to report that to supervisors and stay home until you can confirm you do not have COVID by testing. We will be updating and simplifying the HVF form and reporting process. The other COVID test drop box will be reopened at the HCC by student housing.
7. **Safety Program Updates – Taylor**
  - a. First OCHA 30 training completed, more sessions are planned. Good overview of which areas you might need more training before engaging in a hazardous activity. Would like to see more folks take the opportunity to participate in this training when offered in the future.
  - b. Sina put together a Job Hazard Analysis program on Teams for Facilities folks. Also working with HR to deploy an on-line 301 reporting system for more complete information on reports.
  - c. Beth shared their appreciation of Taylor and Sina visiting their work site to perform a safety walk-through. Beth encourages others to take advantage of that service.
  - d. There is a hazard reporting form on the Environmental Health and Safety web page. Reporting can be anonymous.
8. **Safety Concerns by Area and Training Needs – Sina**
  - a. Jason asked about lighting on stairs at the Library and ladder safety.
  - b. William shared that in preparations for students returning to campus a number of safety related initiatives are being focused on including enhanced campus security, ADA access door initiative, elevator maintenance, hazardous trees are being addressed, discussing installing cameras in parking areas to protect students. Overall goal is to enhance a culture of safety on campus.
9. **Update Bylaws to Include Student Rep – Sina**
  - a. Employer-selected versus employee-elected
    - i. Sina shared that Trygve put together some proposed wording to add to the bylaws to include a student representative. Such a position might fit best under employer selected group. Would like to have some discussion around that. Trygve thought it would benefit the committee and include a major constituency (the students) for more successful community engagement. Trygve proposed that the committee member be appointed by the GSU as is the practice for a number of campus committees. Would likely appoint a GSU member who would then be a student employee. Sina said that this should be added to the bylaws. William thinks that students should have representation on all such committees. This committee is overall supportive of adopting this

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change. Sina will propose an amendment to the bylaws so that we can vote on adoption in the near future.

### 10. In-person Meetings – Sina

- a. Sina asked about going back to in-person meetings and asked if anyone was concerned about this. Paul offered that he could still record the meeting to aid his ability to take notes. Sina could arrange a hybrid meeting if anyone needs or wants to remain remote. Jason asked for clarification that the meetings would remain on the same day and time slot. Sina confirmed this.
- b. Taylor put forth the suggestion that there be some time set aside possibly at the end of meetings for employees only (employee elected members, without management). Sina asked if anyone would want to organize this. Sina will set aside time at the end of meetings for this.

### 11. Visitor agenda items -

- a. None

### 12. Call for Agenda Items for next meeting -

- a. No new agenda items were suggested.
- b. Sina mentioned that she is holding the role of Chair but would welcome anyone to contact her who might be interested in taking over as chair as her term officially ended.

In Attendance: Sina Hill (Chair), Trygve Vandal (Guest), Eric Lakewold, Beth Mason, Taylor Slaughter, Jason Mock, Teresa Bravenec, William Ward (Guest), Paul Paroff (notes)