

# The Evergreen State College

## Health and Safety Committee Minutes: October 5th, 2022

**1. Welcome to visitors—Sina**

- a. None.

**2. Motion to approve previous month's meeting minutes—Sina**

- a. Postponed to next month.

**3. Accident investigation reports: Review 301 Reports—Taylor**

- a. Follow-up on reports from last month

- i. No update

- b. New reports

- i. I believe since last time we met we've had three. One was an ergonomic injury from twisting. And there was an ankle injury from moving a cabinet and then there was one from a fall at home. It's important to think about across campus. In talking to L&I and looking at what OSHA's expectations are when folks are on the clock at home, if they experience an injury that's considered a workplace injury then it goes under our industrial insurance. Even though the college, as an employer, doesn't have any jurisdiction on how folks set up their home office it's important to get the information out to folks that it's your workspace, you want to make sure that you don't have any trip hazards, you have good lighting. Sina will check on what others are doing regarding telework policies to see how they handle such issues. Taylor mentioned that when L&I folks work at home they have checklist of hazards they are supposed to avoid and they sign off on having a safe work space at home.

- ii. In the event of an accident employees need to fill out a 301 accident report form and submit it to Taylor as soon as possible. If professional medical care is sought, make sure they know when it's a work related injury so that the care provider can initiate the paperwork for a claim. And please give EH&S notice on any such injury. The forms and instruction can be found on the Health and Safety web page. (<https://www.evergreen.edu/facilities/report-hazard-accident-injuryillness-or-near-miss>)

**4. Test Process Monitoring (asbestos/air quality/water quality/etc.)—Taylor**

- a. No update.

**5. Sub-committee progress reviews, if any**

- a. **On Hold:** Sub-comm re 301 Report tracking database/app – Taylor

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- b. Sub-comm re Moving EHS Operations Reporting Line, Feasibility Study - Shon, Sina, Taylor
    - i. Moving toward review from executive community.
  - 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. Eric and Teresa mentioned that a new shelter is coming in early 2023
    - ii. Teresa mentioned the smoking shelter to the west of the library loading dock is not lit and so not safe at night. It was suggested that a work order be put in to get that shelter lit better.
  - e. Sub-comm re Clean Woods – Eric
  - f. **On Hold:** Sub-comm re Camera Surveillance – Dawn, Taylor, Paul
- 6. COVID-19 Updates and Reports by Area –**
- a. Updates from members on current practices, news, issues
    - i. Not discussed
  - b. Updates on new campus protocols or announcements
    - i. None at this time.
- 7. Safety Program Updates – Taylor**
- a. Taylor shared that they wished more folks would take advantage of the OSHA 30 training they have offered and feels that the lack of interest sends the message that safety isn't a priority. Taylor feels we need to improve the safety culture here. Safety is a part of everyone's job. Taylor was favorably impressed with the quality of this training.
- 8. Safety Concerns by Area and Training Needs – Sina**
- a. Eric raised a concern about contractors using our lifts. We need to only let staff use these and provide this as a service. Eric also was concerned about pedestrian safety when they are walking on roads. Eric observed unsafe driving near the Child Care Center and suggests some traffic calming measures be put into place.
- 9. Update Bylaws to Include Student Rep – Sina**
- a. Discussion

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- i. The only change Sina is proposing is that one of the employer selected members be a student representative. This would allow this position to not necessarily be an employee of the college. Eric mentioned that he could not access the bylaws on the web page to review them before the meeting. The suggestion of a student member of the group has been discussed over the past couple of meetings and the response to the idea has been positive. Going through the GSU would be the best way to go for this appointment. Sina will make sure everyone has a copy of the proposed changes so that they may be voted on next meeting. Also asked to review the entire bylaws and make any other proposals for changes before the next meeting.
- b. Vote if quorum present (5 voting members)
  - i. No vote was taken.

### **10. Washington Shake Out -**

- a. We have no planned activities around this state-wide event. Beth asked if we could include this in the campus-wide newsletter.

### **11. New membership and Co-chair –**

- a. Eric mentioned the desire to grow the membership and Beth added that it would be good to diversify and grow the representation of office staff. Eric mentioned that we had reached out in the past by having a presence at a school-wide function or event. Taylor asked if there might be a budget for such outreach in the future, perhaps with snacks. We have lost a number of members recently and need to increase membership in this committee. Zach suggested reaching out in email targeted to department leads or perhaps via Inside Evergreen. Discussion that more areas need to be represented. There are four unions on campus and there is an all-union lunch planned in the near future. We could set up a table at that lunch to inform recruit H&SC members. Beth offered to get a few minutes on the agenda at the lunch to talk about campus safety and to reach out to each union to ask them to add safety discussions to their agendas. Eric proposed that every area have a representative on the committee and that committee representation would be mandatory.

### **12. Visitor agenda items –**

- a. None

### **13. Call for Agenda Items for next meeting –**

- a. None

Present: Sina Hill (Chair), Beth Mason, Eric Lakewold, Teresa Bravenec, Zach Young, Taylor Slaughter.

Notes were transcribed by Paul Paroff from a recording of the meeting.