

# The Evergreen State College

## Health and Safety Committee Minutes: December 6th, 2024

*Note: the format of these minutes varies considerably from other months.*

### Key Points:

- Safety Risk: A gate that could be easily pushed open was identified as a safety risk.
- Incident with Drunk Driver: A drunk driver caused damage by crashing into the gate.
- Internal Roadways Policy: A new policy was established to restrict access to internal roadways, targeting delivery drivers like UPS and Amazon.
- Incident with UPS Driver: An incident involving a UPS driver led to police involvement, highlighting the need for the new policy.
- Accident Prevention Program: Updates and work on the accident prevention program were discussed, including bloodborne pathogens and hazard communication.
- Forklift Training: Emphasis on the importance of hands-on training for forklift operation, including practical tasks like balancing loads and navigating obstacles.
- Accident Reporting: Discussion on the accident reporting process, including the need for detailed and accurate information.
- Safety Checklist: Encouragement to use and tailor the safety checklist for specific areas.
- Tunnel Safety: Highlighted the importance of reporting locations when entering tunnels or underground areas, especially in the event of an earthquake.
- Documentation for First Responders: Emphasis on having all necessary documentation accessible for first responders, including information on hazardous materials and ADA/AFN issues.
- Standardized First Aid Kits: Proposal for standardized first aid kits across the campus, including tourniquets and stop bleed kits.
- Evacuation Chairs: Discussion on the installation and training for evacuation chairs on campus.
- Departmental Emergency Response Plans (DERP): Importance of having updated DERPs and safety liaisons in each department.

### Decisions Made:

- Policy Implementation: A written policy was created to restrict access to internal roadways for delivery drivers.
- Vendor Notification: Brant was instructed to notify all vendors about the new policy to stay off internal roads.

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- Bloodborne Pathogens: The need to tailor the bloodborne pathogens section for different departments was identified.
- Hazard Communication: Clarifications and additional information were decided to be added to the hazard communication program.
- Forklift Training Process: Include a step-by-step checklist for the forklift training process.
- Accident Reporting Form: Include a link or URL to the accident reporting form for easier access.
- Accident Reporting Details: Ensure all necessary details are included in accident reports, such as hire date, time of accident, and prescribed work status by a physician.
- Tunnel Safety Protocol: Encourage staff to report their locations when entering tunnels and underground areas to police services.
- First Aid Kits: Proposal to purchase standardized first aid kits for the entire campus, with each unit responsible for their own kit.
- Evacuation Chairs: Installation of evacuation chairs in specific locations and the need for training on their use.
- Safety Liaison Role: Each department to have a safety liaison responsible for monitoring first aid kits and other safety equipment.

### Action Items:

- Notify Vendors: Brant will call or email all vendors about the new internal roadways policy.
- Tailor Bloodborne Pathogens Section: Collaborate with police services to tailor the bloodborne pathogens section for their specific needs.
- Hepatitis Vaccination: Follow up with Wellness services to ensure hepatitis vaccinations are provided.
- Sharps Disposal Policy: Develop a clear policy for the disposal of sharps containers.
- Hazard Communication Updates: Work on clarifying and adding information to the hazard communication program.
- Forklift Training Process: Include a step-by-step checklist for the forklift training process.
- Forklift Training: Develop a step-by-step checklist for the forklift training process.
- Accident Reporting Form: Add a link or URL to the accident reporting form in the documentation.
- Accident Reporting: Spread awareness about the importance of detailed accident reporting and ensure supervisors know the forms need to go to EHS and HR.

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- Tunnel Safety: Implement a protocol for staff to report their locations when entering tunnels and underground areas to police services.
- First Aid Kits: Collect interest from departments and proceed with the purchase of standardized first aid kits.
- Evacuation Chair Training: Follow up with the fire department to arrange training sessions for the use of evacuation chairs.
- Safety Liaison Identification: Ensure each department identifies a safety liaison to monitor safety equipment and update DERPs.
- Fragrance Policy Update: Follow up on the subcommittee to update the fragrance policy, including language about candles.

### Important Discussions:

- Safety Issues: General discussion on various safety issues, including the gate and incidents with drivers.
- Internal Roadways: Detailed discussion on the problems caused by delivery drivers using internal roadways and the new policy to address it.
- Accident Prevention Program: Discussion on the accident prevention program, focusing on bloodborne pathogens, hazard communication, and forklift training.
- Bloodborne Pathogens: Specifics on handling bloodborne pathogens, including vaccination and disposal procedures.
- Hazard Communication: Discussion on improving the hazard communication program to better suit different departments.
- Forklift Training: Detailed discussion on the forklift training process and the need for a clear procedure.