

Safety Committee Meeting Minutes

DATE: Monday, October 23, 2017

OPERATIONAL BUSINESS

Topic:	Attendance		
Members Present:	<input checked="" type="checkbox"/> (C) Betty Lunceford <input checked="" type="checkbox"/> (NT) Maria Ales <input checked="" type="checkbox"/> Chuck Davis <input checked="" type="checkbox"/> Erik Davis <input type="checkbox"/> Dave Ernevad <input checked="" type="checkbox"/> Michael Faucette	<input checked="" type="checkbox"/> Kerry Kakigi <input type="checkbox"/> Theryn Kigvamasudvashti <input checked="" type="checkbox"/> Frank Mestemacher <input checked="" type="checkbox"/> Krystal Nash <input checked="" type="checkbox"/> Erik Oberholtzer <input checked="" type="checkbox"/> Hisham Othman	<input checked="" type="checkbox"/> Adam Russell <input type="checkbox"/> Shiro Vance <input checked="" type="checkbox"/> Tracey Yorker <input checked="" type="checkbox"/> Quorum Attained*
Meeting Type:	<input type="checkbox"/> Conference Call <input checked="" type="checkbox"/> In Person: BE 4180A		
Guests:	Bruce Riveland		

* Quorum is attained at 6 members – at least 1 employer-selected AND an equal or greater number of employees to students.

Topic:	Call to Order
Discussion:	Krystal Nash welcomed everyone and brought the meeting to order at approximately 2:02 pm.

Topic:	Approval of Minutes		
Discussion:	The previous meeting minutes (June 2017) were not available for review. The membership is almost exclusively new employees who were not on the 16-17 committee.		
Referred to:	Krystal Nash will ask Cody Roldan (16-17 Note Taker) for the June 2017 minutes and finalize them, via email, with the assistance of 17-18 membership who attended that meeting.		
Status:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Tabled

STANDING AGENDA

Topic:	Standing Agenda Items
Discussion:	<ol style="list-style-type: none"> 1. Evaluate incident and hazard reports/investigations conducted since last meeting and determine if the cause(s) of the unsafe situation(s) was identified and corrected. <ol style="list-style-type: none"> a. Krystal N. presented the Monthly Incident Report (attached at the end of these minutes). Committee discussed incidents that took place between June 2017 and October 2017. Conversation was primarily focused on report formatting and use. 2. Evaluate Employee Health and Safety Plan and discuss recommendations for improvement, if needed. This includes the discussion of department and campus-specific safety plans. <ol style="list-style-type: none"> a. Much of the membership was new to the committee. Krystal N. directed members to the EHS website to review the Employee Health and Safety Plan if they were unfamiliar with it.
Action:	<ol style="list-style-type: none"> 1. Chuck D. suggested the following statistics for future incident reports: <ol style="list-style-type: none"> a. What is the delay between the injury and the time an incident report form is submitted?



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	<p>b. What percent of employee injuries result in lost time from work? What is the average number of days of lost time?</p> <p>2. Krystal N. asked the group if sending the report out prior to the meeting with the agenda would facilitate discussion. Committee agreed that action would be helpful so the practice will change for the November meeting.</p>		
Referred to:	Krystal Nash		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

UPDATES

Topic:	Automated External Defibrillators (AEDs) on Campus		
Discussion:	<p>The college maintains 17 units across our campuses. Currently 5 are out of operation due to dead batteries. Krystal N. is working in cooperation with Public Safety to develop a management plan for the units. This will include review of unit placement on campus, signage, and assignment of monthly inspections. Materials are in development for the EHS website to increase employee knowledge about AED location and use.</p>		
Action:	<p>Batteries and pads have been ordered for the units with dead batteries and expired (or soon-to-be expired) pads. Krystal N. is hopeful the installation of these items will take place prior to the November meeting.</p>		
Referred to:	Krystal Nash		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Sharps/Discarded Needles on Campus		
Discussion:	<p>Krystal N. presented the most recent sharps collection data (attached at the end of these minutes) for review. The Harvard Parking Garage has consistently been the location to see the most sharps recovered. The total number of sharps picked up during the most recent reporting period is consistent with numbers the committee has seen since this tracking began.</p> <p>Bruce R. asked for clarification on the "PG/Hot Mama's" pick up total for the 3/7-6/12 time period (appears as 184). About 180 of those were unused needles in packaging left by unknown persons in what they perceived as a "high traffic area" for this type of activity. They were removed by college staff and therefore included in our total.</p> <p>Adam R. stated that SVI had no containment for sharps and they have a problem with discarded needles outside of their building. It was reported that they do not have staff on-site who can pick up the needles and dispose of them.</p> <p>Erik D. mentioned there has been an uptick in sharps found in the SMA parking lot. They haven't had issues with them on the actual grounds of the campus. He has been in contact with the city to encourage their staff to service the SMA parking lot as part of a new city Sharps Collection Pilot Program.</p>		
Action:	<p>New sharps containers are pending installation in the Harvard Parking Garage. The metal ones purchased and installed during the summer have been vandalized and removed. The units purchased as their replacement are institutional/prison grade and will hopefully better withstand outdoor use.</p>		



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	Krystal N. will follow up about the sharps issue at SVI.		
Referred to:	Krystal Nash		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

NEW BUSINESS

Topic:	Membership Introductions		
Discussion:	Meeting attendees were asked to introduce themselves – name and area of the college they work.		
Action:	--		
Referred to:	--		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	By-law Review and Membership Confirmation Process		
Discussion:	Krystal N. reviewed the basic requirements of general membership and mentioned that the roster for the first meeting will be reviewed to ensure balanced representation on the committee.		
Action:	Membership has been asked to review the current by-laws for suggested changes (if needed) and plan to vote to approve them next meeting.		
Referred to:	All Membership		
Status:	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Election of 17-18 Committee Chair		
Discussion:	Krystal N. reviewed the responsibilities of the Chair with the group and asked for nominations.		
Action:	Chuck D. nominated Betty Lunceford to serve as chair. Erik O. seconded. The committee unanimously voted in favor of Betty L. serving as chair.		
Referred to:	--		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Nomination of 17-18 Committee Note Taker		
Discussion:	Betty L. was asked to nominate a Note Taker.		
Action:	Betty L. nominated Chuck D. who rejected the position due to his retirement in March 2018. Betty L. asked Maria Ales to serve as Note Taker. Maria A. accepted.		
Referred to:	--		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Set 17-18 Meeting Schedule		
Discussion:	Krystal N. stated that the traditional timing of the committee meetings was the second Monday of each month from 2:00pm until 3:00pm.		
Action:	Membership agreed that Mondays 2:00-3:00pm worked. There was brief discussion of the fact that the committee does not usually meet July through September due to faculty being less available for the meetings. Chuck D. mentioned that this puts us out of compliance with the WAC requirement to meet monthly. (NOTE: Krystal N. has since reviewed the WAC and the monthly requirement refers to safety <i>meetings</i> not committees. The only requirement for committees is that they self-determine their		



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	meeting schedule. If the committee cannot agree on frequency, the WAC refers them to Labor & Industries for assistance.)		
Referred to:	Krystal Nash will reserve BE 4180A for subsequent meetings and send out a calendar invite to the group.		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Salting Outdoor Walking Surfaces to Prevent Slip/Trip/Falls		
Discussion:	<p>Erik D. asked about support from Facilities to ensure Seattle Maritime Academy (SMA) has the supplies to salt their outdoor walking surfaces. Chuck D. stated that Facilities handles preparation and response to inclement weather and can support SMA.</p> <p>Tracy Y. mentioned that, in the past, Public Safety has been given a box of salt to use in aiding response to inclement weather not forecast. Tracey Y. mentioned the Harvard parking garage and near the MAC/Nagle Place as areas of high risk for slips, trips, and falls.</p> <p>Chuck D. outlined that Facilities accounts for salting when there is forecast weather. In the event of inclement weather not forecast, the first staff members on-site that morning work to address the slip hazards.</p>		
Action:	Chuck D. asked Erik D. for an email to document the request for salt for SMA. Public Safety and Facilities will work together to establish a plan for the response to inclement weather not forecast. At this time, Public Safety staff is on-site about 30 minutes prior to Facilities staff.		
Referred to:	Chuck Davis and Shiro Vance to review prevention and response plan for inclement weather impact to outdoor walking surfaces at all campuses.		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

Topic:	Building Monitor Program/Emergency Action Plan Updates		
Discussion:	<p>Shiro V. is currently updating the college's Emergency Action Plan (EAP). Krystal N. is reviewing our previous building monitor program and developing a handbook for volunteers. Volunteers will be sought out before the end of Fall Quarter.</p> <p>Erik D. asked for a copy of the EAP so that SMA can add site-specific emergency information and be aware of the college's core procedures. Frank M. requested that Wood Technology Center be included in notifications related to drills.</p> <p>Chuck D. mentioned that David Sandler (Director, Communications/PIO) is currently the chair of the Emergency Preparedness Advisory Committee (EPAC). It is a District committee that developed the common EAP for the colleges. Betty L. is in charge of the task force that approves and tracks updates to the EAP. Betty L. mentioned EPAC coordinates District-wide drills and directs each college to hold quarterly emergency drills. Each quarterly drill topic is self-determined by the college.</p>		
Action:	Informational Update		
Referred to:	--		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled



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Topic:	Public Safety Advisory Group		
Discussion:	<p>Bruce R. announced he has been asked by Dr. Edwards Lange to develop a charge for a Public Safety advisory group. This group would meet periodically throughout the year to discuss personal safety and campus security issues. The group would not duplicate this committee's efforts in occupational and campus safety.</p> <p>Bruce R. asked everyone to be on the lookout for an email soliciting membership to this new group in the coming weeks. The President's Office is organizing a campus safety and security forum for Monday, Nov. 27, from 3 to 5 pm in BE 1110. The session will "allow employees to express their observations about safety as well as communicate their thoughts and ideas . . ." (October Newsletter).</p>		
Action:	Informational Update		
Referred to:	--		
Status:	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed	<input type="checkbox"/> Tabled

OPERATIONAL BUSINESS CONTINUED

Topic:	Closing & Adjournment		
Discussion:	The committee concluded discussion.		
Action:	The meeting adjourned at approximately 3:02 pm.		
Next Meeting:	The next meeting is scheduled for Monday, November 13, 2017 at 2:00 pm in BE 4180A.		



Monthly Incident Report

Type of Report		Jan 2017 – 10/20/17	Employee	Student	Visitor
1	Contusion/Bump/Bruise	3	2	1	0
2	Cut/Laceration/Puncture	5	3	1	1
3	Burn/Sting/Bite	1	1	0	0
5	Muscle Sprain/Strain	3	3	0	0
9	Slip, Trip, Fall	4	4	0	0
10	Other Medical/Health	1	1	0	0
15	Property Damage	1	1	0	0
16	Chemical Exposure	4	1	3	0
18	Misc. Incident	4	0	3	0
19	Workplace Hazard	12	6	0	0
TOTAL		38	22	8	1

Location of Incident/Reported Hazard			Jan – 6	June – 0
1	Central Campus	36	Feb – 3	July – 5
3	Seattle Maritime Academy	1	Mar – 3	Aug – 6
6	Other Location – Off Site	1	Apr – 8	Sept – 1
TOTAL		38	May – 3	Oct – 3

Follow-up/Resolution: There were no pending items from the 6/2017 report.

1. Major Injury: an injury sustained that results in a fatality, in-patient hospitalization, amputation, or loss of eye(s).
2. Minor Injury: an injury sustained that requires emergency medical treatment that could include, but is not limited to, a bone break or fracture, burn, or laceration; or an injury that required a visit to an employee's personal doctor or an out-patient clinic.
3. Work-Related Illness: includes both acute and chronic illness due to a chemical or environmental exposure at work that could include, but is not limited to, skin disease, respiratory disorder, or poisoning.
4. Near-miss: an incident that could have resulted in injury or resulted in injury that either did not need medical treatment or could be self-treated with the contents of a workplace first aid kit.
5. Workplace Hazard: any condition or process identified by an individual that has either immediate or future potential to cause a workplace injury, illness, or near-miss.



Monthly Incident Report

	EHSP Classification	Description
1	Near-miss	Employee sustained small cut to finger from toilet paper dispenser in restroom.
2	Workplace Hazard	Employees moved a broken safe from Harvard Garage to BE. Fibrous material was falling out of the casing along with a white powder. Sampling and testing established the material was not asbestos.
3	Property Damage	A person put super glue into the key hole of a faculty office door. Mechanism was repaired to regain employee access.
4	Minor Injury	Employee moved heavy items for work from BE to Siegel. During work employee felt a muscle pull in right leg. Employee sustained a hernia which required surgery.
5	Workplace Hazard	Dry portion of the SAM building fire system went "wet" and needed repair. Building systems were impaired or unavailable for a portion of the workday.
6	Workplace Hazard	A section of a stained glass window (masonic symbol) in FA was punched out/broken. A WO was placed by staff and the dangling glass was addressed the next business day. Section is boarded up and pending further repair.
7	Near-miss	Employee reported lower back pain from fall protection use. System components have been assessed by an expert and the wrong equipment was in use. Review and replacement is underway in addition to training.
8	Workplace Hazard	Student reported their backpack was damage by a chemical on a ledge in the restroom. Both security and custodial looked for the alleged chemical and found nothing.
9	Minor Injury	Employee was pressure washing the alley by Siegel and was assaulted (grabbed from behind and bitten twice). Security, SPD, and EMS responded. Employee was treated at ER.
10	Near-miss	Call to Facilities Hotline reported student was shocked when plugging in phone charger. Investigation found copper filings around the electrical box under the cover plate. Released copper made contact with the wiring and caused the incident. Student was uninjured and copper was removed from outlet. Concern it may have been placed by exterminator. Vendor confirmed they use a similar material but that the application is atypical for them – unlikely this has been done to other outlets.
11	Workplace Hazard	Smoky smell reported throughout the SAM building. A ground cover fire near the building had been incompletely extinguished and was being pulled into the building. Facilities addressed the fire and the HVAC cycled the odor from the building.
12	Minor Injury	Employee was moving bulk copies between BE and FA and sprained their lower back.
13	Near-miss	Visitor was holding an inspection panel, during a walkthrough with Facilities staff, when it slipped from their grasp. The corner of the panel landed on their big toe (right foot) and split the nail causing bleeding and pain.
14	Near-miss	Student was attempting to dispense (0.1 M) potassium permanganate during lab from a squeeze-dropper bottle. The liquid came out the sides of the cap onto their hands and fingers. Student rinsed and washed hands with soap and water. No acute injury to student.
15	Workplace Hazard	White powder and debris found in classroom after installation of AV equipment. All room paint has lead content (range 0.7 to 16%) and debris/dust could contain lead dust. EHS coordinated the clean-up of the materials to remove the hazard.

SHARPS COLLECTION DATA

10/27/2016 to 1/4/2017

1/4/2017 through 3/6/2017

3/7/2017 through 6/12/2017

6/13/2017 through 10/19/2017

Location	AUX	CS	PSL	PS	TOTAL	AUX	CS	PSL	PS	TOTAL	AUX	CS	PSL	PS	TOTAL	AUX	CS	PSL	PS	TOTAL
Bookstore				23	23		5			5		3		1	4				3	3
BE - Inside									4	4		1		3	4		4			4
BE - Outside									2	2		4			4				17	17
BPH				1	1				3	3		80			80					0
MAC							3		1	4		1			1		27			27
North Plaza				3	3					0				1	1					0
PG/General			10	26	36			16		16				28	28	6				6
PG/L1	8				8	16				16	17				17	12				12
PG/L2	14				14	12				12	12				12	11				11
PG/L3	10				10	4				4	3				3	2				2
PG/L4	1				1	2				2					0	10				10
PG/Back Exit Gate	2				2	0				0					0					0
PG/Back Porch	6				6	0				0	6				6					0
PG/Back Stairs	5				5	3				3					0	7				7
PG/Boylston	2				2	6				6					0	5				5
PG/Harvard	13				13	13				13	17		8	1	26	23		8		31
PG/Hot Mammias	4				4	12				12	184				184	6				6
PG/Side Stair					0	2				2					0					0
PSL/Entrance Gate								2		2			1		1			1		1
PSL/Garden			2		2				6	6					0			1	4	5
PSL/Picnic Table													1		1					0
SAM				2	2					0				6	6				2	2
South Lawn				12	12		3		1	4		15		1	16		40		13	53
Support Services				25	25				1	1					0					0
Unknown	2		1		3	2				2					0		19			19
TOTAL	67	0	13	92	172	72	11	18	18	119	239	104	10	41	394	82	90	10	39	221

101
25
23

69 days of data
2-3 per day

86

61 days of data
1-2 per day
33 less than predicted

276

99 days of data
3-4 per day
256 more than predicted

82
53
27

128 days of data
1-2 per day
99 less than predicted

7/26 New garage sharps containers installed; **8/31** Sharps container(1) damaged; **9/6** Sharps container (1) replaced with same type
9/18 Sharps container(2) damaged; **9/21** New type of containers ordered; **10/2** New containers received and pending installation

COLLECTION HISTORY TOTALS

		AUX	CS	PSL	PS
2016	Oct	9	-	1	0
	Nov	31	-	9	32
	Dec	27	-	3	34
2017	Jan	67	4	2	33
	Feb	30	7	13	10
	Mar	22	5	1	9
	Apr	7	5	7	30
	May	197	95	0	3
	June	32	4	3	14
	July	32	7	0	1
	Aug	19	19	4	17
	Sept	15	0	0	4
	Oct	2	60	5	4
TOTAL	935	490	206	48	191