

# Safety and Health Committee Meeting Minutes

July 25, 2019

2:15 PM – 3:00 PM

Bldg. 25, Room 138

Present: Al Brown, Donna Ching, Samantha Dotson, Mekaela Gladden, Nicole Gugliotti, Sheryl Kermoade, Melissa Rowan, Rob Shailor, and Karl Shenkel

Absent: Ross Artwohl, Averil Azar, Raymond Bateh, Carolyn Clark, Tim Goebel, Sarah Hampton, Dave Knoblach, Dana Larson, Scott McLean, Lacy Neal, Lara Semidei, Vida Sherrard-Hannon, Chris Vella, and Missy Yates

Meeting was called to order by Rob Shailor at 2:15 p.m.

The June Safety & Health Committee meeting minutes were approved.

## I. Reports

### A. Review of Safety and Health Inspections:

1. No report at this time, although recently Bldg. 20 underwent a fire inspection as a requirement for licensing of the child care center. The college is currently waiting for the results.

## II. Accident Investigation:

### A. Review of accident/injuries reported – One (1) incident was reported.

1. An employee was moving racks and injured their right hand.

## III. L&I Report

### A. July 2019 information is not available at this time.

<u>FY</u> <u>2018-2019</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>	<u>FY</u> <u>2019-2020</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>
July 2018	4	\$1,874.89	July 2019		
August 2018	4	\$2,415.72	August 2019		
September 2018	3	\$3,535.80	September 2019		
October 2018	3	\$4,547.43	October 2019		
November 2018	3	\$5,375.76	November 2019		
December 2018	4	\$2,564.01	December 2019		
January 2019	3	\$2,985.21	January 2020		
February 2019	2	\$394.20	February 2020		
	credit	(\$150.00)			
March 2019	3	\$520.93	March 2020		
April 2019	3	\$1,104.56	April 2020		
May 2019	1	\$711.36	May 2020		
June 2019	2	\$201.34	June 2020		
	credit	(\$222.90)			

Year	# of Claims/Year	Average Claims/Month	Yearly Cost	Monthly Average Cost
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2015-2016	87	7.25	\$78,342.27	\$6,528.52
2016-2017	74	6.17	\$49,363.97	\$4,113.66+
2017-2018	64	5.33	\$42,791.77	\$3,565.98
2018-2019	35	2.91	\$25,858.31	\$2,154.86
2019-2020				

(The claims and dollar amounts that are reported in the L&I Report: The claims listed above are from present and past employees that were injured on the job and are still claiming benefits. The original accident could have happened many years ago. Payments for these claims come out of the state L&I account and may or may not have anything to do with what we are currently paying to L&I out of our paychecks.)

#### IV. Health & Wellness Update

- A. Summer Quarter Blood Drive is scheduled for July 29<sup>th</sup> in Bldg. 27
- B. Fall Quarter Blood Drive is scheduled for September 19<sup>th</sup> during kick-off week.

#### V. Emergency Management

- A. CERT (Community Emergency Response Team training) – free opportunity is scheduled for July 27-29, 2019 at Thurston County Emergency Management.
- B. Free Emergency Preparedness Expo – is scheduled for Saturday, September 28 from 10am-2pm at Peter G. Schmidt Elementary School in Tumwater.

#### VI. Old Business

- A. Safety Footwear Allowance – draft of the SPSCC Safety Footwear Allowance Policy was discussed. Under WFSE Article 21.5, the college will provide safety footwear to certain classifications of staff. College will purchase the shoe; not reimburse staff person. Melissa Rowan, in Facilities, has volunteered to keep track of the purchases which allows an allowance of up to \$200 per biennium (\$300 for grounds). Departments will send Melissa their budget codes and the PR with the shoe the person wants. The decision to pay for footwear for part-time hourly staff will be up to the department. Melissa will also keep track of this. The SBCTC will give an allocation for the purchase of the footwear. The amount has not been specified.
- B. Incident Report Form – draft of the Incident Report Form was discussed. The form was approved by the committee. It will help to track injury and work related exposures along with tracking property damage and near misses. The form is located at <https://spscc.edu/sites/default/files/imce/faculty-staff/forms/Incident-Report-Form.docx>.

#### VII. New Business

None

The meeting adjourned at 2:56 p.m.

Our next meeting is scheduled for:

**August 29<sup>th</sup>, 2019**  
**2:15 PM – 3:00 PM**  
**Building 25, Boardroom**

<b>PLEASE PUT THESE MEETING DATES ON YOUR CALENDAR:</b>	Date	Time	Location
	September 26, 2019	2:15pm-3:00pm	Bldg. 25 Boardroom
	October 31, 2019	2:15pm-3:00pm	Bldg. 25 Boardroom

	November 21, 2019	2:15pm-3:00pm	Bldg. 25 Boardroom
	December 26, 2019	2:15pm-3:00pm	Bldg. 25 Boardroom
	January 30, 2020	2:15pm-3:00pm	Bldg. 25 Boardroom
	February 27, 2020	2:15pm-3:00pm	Bldg. 25 Boardroom
	March 26, 2020	2:15pm-3:00pm	Bldg. 25 Boardroom
	April 30, 2020	2:15pm-3:00pm	Bldg. 25 Boardroom
	May 28, 2020	2:15pm-3:00pm	Bldg. 25 Boardroom
	June 25, 2020	2:15pm-3:00pm	Bldg. 25 Boardroom