

Safety and Health Committee Meeting Minutes

Bldg. 25, Room 138

April 27, 2017

2:15 PM – 3:00 PM

- Present: Raymond Bateh, Donna Ching, Carolyn Clark, Sarah Kaip, Sheryl Kermoade, Rob Shailor, Karl Shenkel, Samantha Soto, Chris Vella, and Frank Veselovsky
- Absent: Al Brown, Laurie Choate, Tim Goebel, John Harold, David Knoblach, Dan Martinson, Vida Sherrard-Hannon, and Missy Yates
- Guest: Becky Crocker

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

Approval of the March Safety & Health Committee meeting minutes: It was moved by Sheryl and seconded by Karl that the March Safety and Health meeting minutes be approved.

I. Reports

A. Review of Safety and Health Inspections:

- Olympia Fire Department conducted an inspection of the campus. No major issues were identified. College is doing very well. College used to have about 35 discrepancies; now we have one to two minor ones.

II. Accident Investigation:

A. Review of accident/injuries reported

- An employee slipped on the wet floor inside building 27. Discussion was held about how to prevent others from slipping. We've had quite a bit of wet weather – walk-off mats work but other factors are types of shoes worn by individuals and how dry your shoes are when you get to the tile floor. Signage was suggested.

III. L&I Report

For the month of April, there were seven (7) claims totaling Seven Thousand Fifty-Four Dollars and Twenty Cents (\$7,054.20).

<u>FY</u> <u>2014-2015</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>	<u>FY</u> <u>2015-2016</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>
July 2015	6	\$4,485.13	July 2016	5	\$3,679.85
August 2015	4	\$4,168.23	August 2016	9	\$7,568.25
September 2015	6	\$7,289.61	September 2016	6	\$2,838.91
October 2015	10	\$4,569.05	October 2016	4	\$3,884.86
November 2015	7	\$2,170.81	November 2016	5	\$3,942.87
December 2015	7	\$1,915.50	December 2016	6	\$3,241.61
January 2016	6	\$6,004.01	January 2017	7	\$5,675.86
February 2016	7	\$3,508.87	February 2017	4	\$2,751.86
March 2016	8	\$15,134.67	March 2017	5	\$4,556.51
April 2016	8	\$18,805.67	April 2017	7	\$7,054.20
May 2016	9	\$4,493.57	May 2017		
June 2016	9	\$5,797.15	June 2017		

(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. Veteran's Office 5K run/walk. Rob has requested more information on this event.
- B. Becky Crocker, from the American Cancer Society, put on a short presentation including showing a short video on the *80% by 2018 Campaign* on colorectal screening. See attached information.
- C. Spring Health Fair: May 24, 2017, 11am-1pm. Twenty-five groups have confirmed. There are four main topics and the groups will be divided into financial, nutrition, body, and spiritual/mindfulness wellness. Samantha has sent out an informational flier. See attached email. This is a joint effort with the students.

#### V. Emergency Management

- A. Emergency Closure: Rob went over the wind storm that resulted in closing the Olympia campus at 1pm on Friday, April 7th. The Lacey campus decided to stay open.
- B. Evacuation Coordinators: Rob had requested that the evacuation coordinators attend the safety & health committee meetings. Sheryl is the only coordinator who has been attending these meetings. Lacey campus has requested evacuation maps. Laura Price is working on that.
- C. First Aid Kits: The Security Office does not purchase supplies for department first aid kits and/or disaster kits. Due to the finite life of these supplies it was determined that departments can purchase their own supplies. First Aid qualified staff: Security, Maintenance, and Custodians. First Aid training is held periodically at the Lacey campus.
- D. Fire Extinguishers: Are checked yearly and serviced when needed. The United States Department of Labor, L & I, and WISHA provide specific guidelines for use of Portable Fire Extinguishers and specific workplace designation. Donna, Sam, and Rob will work to draft a workplace designation for executive team action.

#### VI. Old Business

None.

#### VII. New Business:

- A. Meeting minutes are posted on the Health & Wellness page located in the Human Resources Office site. Currently available to view are the minutes from 2016-2017 and 2015-2016.
- B. Legislative news:
  - 1. 2017 Senate Bill 5185: Providing immunity from liability for professional or trade associations providing emergency response volunteers.
  - 2. 2017 House Bill 1279: Concerning school safety drills.
- C. Patron(s) of the Library vaping in bathrooms. Please call Security for any suspicious activity. Bathrooms are open for business.

The meeting adjourned at 2:47 pm.

**The next meeting is scheduled for:**

**June 29, 2017  
2:15 PM – 3:00 PM  
Building 25, Boardroom**

<b>PLEASE PUT THESE MEETING DATES ON YOUR CALENDAR:</b>	Date	Time	Location
	July 27, 2017	2:15pm-3:00pm	Bldg. 25 Boardroom
	August 31, 2017	2:15pm-3:00pm	Bldg. 25 Boardroom
	September 28, 2017	2:15pm-3:00pm	Bldg. 25 Boardroom
	October 26, 2017	2:15pm-3:00pm	Bldg. 25 Boardroom
	November 30, 2017	2:15pm-3:00pm	Bldg. 25 Boardroom
	December 28, 2017	2:15pm-3:00pm	Bldg. 25 Boardroom
	January 25, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom
	February 22, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom
	March 29, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom
	April 26, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom
	May 31, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom
	June 28, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom