

Safety and Health Committee Meeting Minutes  
 December 28, 2017  
 2:15 PM – 3:00 PM  
 Bldg. 25, Boardroom

Present: Al Brown, Donna Ching, Laurie Choate, David Knoblach, Rob Shailor, Samantha Soto, and Chris Vella

Absent: Khalid Abdalla, Raymond Bateh, Carolyn Clark, Kathleen Ensenat, Tim Goebel, Nicole Gugliotti, Sarah Kaip, Sheryl Kermoade, Dan Martinson, Scott McLean, Karl Shenkel, Vida Sherrard-Hannon, Missy Yates, and Bin Zhang

Meeting was called to order by Robert Shailor at 2:18 p.m.

The approval of the November Safety & Health Committee meeting minutes has been postponed until the January 2018 meeting.

I. Reports

A. Review of Safety and Health Inspections:  
 None were conducted during this reporting period.

II. Accident Investigation:

A. Review of accident/injuries reported – There was one (1) incident reported.  
 1. An employee pulling bricks sprained their back a couple of weeks ago and then did so again.

III. L&I Report

A. For the month of December there were seven (7) claims that totaled Four Thousand Ninety-Three Dollars and Seventy-Eight Cents (\$4,093.87).

<u>FY</u> <u>2016-2017</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>	<u>FY</u> <u>2017-2018</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>
July 2016	5	\$3,679.85	July 2017	8	\$8,785.08
August 2016	9	\$7,568.25	August 2018	8	\$4,924.72
September 2016	6	\$2,838.91	September 2017	4	\$2,188.95
October 2016	4	\$3,884.86	October 2017	7	\$3,419.15
November 2016	5	\$3,942.87	November 2017	10	\$5,734.10
December 2016	6	\$3,241.61	December 2017	7	\$4,093.78
January 2017	7	\$5,675.86	January 2018		
February 2017	4	\$2,751.86	February 2018		
March 2017	5	\$4,556.51	March 2018		
April 2017	7	\$7,054.20	April 2018		
May 2017	8	\$10,070.91	May 2018		
June 2017	8	\$8,185.29	June 2018		

<b>Year</b>	<b># of</b> <b>Claims/Year</b>	<b>Average</b> <b>Claims/Month</b>	<b>Yearly Cost</b>	<b>Monthly Average</b> <b>Cost</b>
2015-2016	87	7.25	\$78,342.27	\$6,528.52
2016-2017	74	6.17	\$49,363.97	\$4,113.66

2017-2018	(to date) 44	(to date) 7.40	(to date) \$29,145.78	(to date) \$4,857.63
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(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. Samantha, Laurie, Rita Summers, Sheryl, Dave, Vida, Sarah, and Donna helped prepare the Healthy Snacks for students, faculty, and staff during the first three days of finals week on the Olympia campus - December 4, 5, and 6. Chris will take the lead and coordinate the Lacey campus volunteers for Winter Quarter.
- B. Laurie informed the committee that nursing students will be putting together Flu packets next week to be distributed on the Olympia and Lacey campuses. Reader boards have information about Flu vs Cold and when to stay home.
- C. Suggestion for future events: healthy whole grains i.e. oatmeal - free breakfast.

#### V. Emergency Management

- A. Evacuation Maps: No requirement exists making it mandatory to post evacuation maps. The best way to leave a building is by way of the lighted green ceiling exit light.
- B. Evacuation coordinators are listed by their location on the college website. Dave suggested that the name of the building coordinator be announced at the beginning of the year at department meetings.  
During the Winter Quarter there may be an all campus drill which will be coordinated through the president's executive team.
- C. Additional two-way radios were purchased through a Puget Power Energy grant for the Lacey campus and Bldg. 34.
- D. The remaining blue light outside phones were removed. Kelly Green/Gloria Hong can send students an email to let them know security's phone number along with how to sign up for E2campus.
- E. The grounds department has been getting in early (because of the cold weather) and finished sanding/salting the sidewalks and crosswalks on campus by 9:30am.
- F. The nursing department will hold a nursing emergency day/earthquake drill on a Saturday in March, 2018. 1<sup>st</sup> year students will play the victims and the 2<sup>nd</sup> year students will do the triaging.

#### VI. Old Business

- A. The defibrillator in Bldg. 21 is accessible if you pull the door open.

#### VII. New Business:

None

The meeting adjourned at 2:39 p.m.

Our next meeting is scheduled for:

**January 25, 2018**  
**2:15 PM – 3:00 PM**

## Building 25, Boardroom

<b>PLEASE PUT THESE MEETING DATES ON YOUR CALENDAR:</b>	Date	Time	Location
	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