

Safety and Health Committee Meeting Minutes

Bldg. 25, Room 138

December 29, 2016

2:15 PM – 3:00 PM

Present: Donna Ching, John Harold, Robert Shailor, Karl Shenkel, Samantha Soto, & Chris Vella

Absent: Raymond Bateh, Al Brown, Laurie Choate, Carolyn Clark, Tim Goebel, Sarah Kaip, Sheryl Kermoade, David Knoblach, Dan Martinson, Vida Sherrard-Hannon, Frank Veselovsky and Missy Yates

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

Approval of the November minutes was tabled until the next meeting - no quorum.

I. Reports

A. Review of Safety and Health Inspections:

1. Fire/Life Safety inspection conducted by the Olympia Fire Department. Four minor deficiencies were found and corrected.

II. Accident Investigation:

A. Review of accident/injuries reported

None during this reporting period.

III. L&I Report

There were six (6) claims filed for December 2016 totaling Three Thousand Two Hundred Forty-One Dollars and Sixty-One Cents (\$3,241.61).

<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		
February 2016	7	\$3,508.87	February 2017		
March 2016	8	\$15,134.67	March 2017		
April 2016	8	\$18,805.67	April 2017		
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. Health and Wellness Update – Another successful event. Healthy snacks were set up in front of the Library in Bldg. 22 during the first three days of finals week (December 5, 6, and 7). Volunteers to cut up the fruits and vegetables were: Sheryl, Vida, Samantha, Frank, Rita Summers, Laurie, and Donna.
- B. Flu packets will be handed out during the 2nd week of January. Laurie’s nursing students will put together the packets. They will be available in Bldg. 1 Lacey Campus and Bldgs. 14, 21, 22, 27, 34, & 35 Olympia Campus.
- C. Committee for Spring Health Fair – Samantha is looking for volunteers to be on the committee. Will be combining forces with Student Life for an event in May 2017.

V. Emergency Management

No report at this time.

VI. Old Business.

- A. Active in Place drill – Chris expressed concern that this event would disrupt the testing center. The college’s executive staff will be consulted before any date is confirmed and advance notice will be sent out. The event is estimated to take 5-10 minutes.

VII. New Business:

- A. A draft of the new Incident Report form was handed out. One comment was made to change “Work Related Illness” to “Work Related Exposure”. The form is available on the web and all employees, students, and visitors should fill out this form in case of injury, work related illnesses or “near miss” events. See attached. Form should be turned in to Samantha Soto (Human Resources) or Rob Shailor (Security).
- B. Weather related events: Announcements on e2cmampus, FlashAlert, and our website will change to reflect the “time” that classes will start. Campus gates will open prior to that time.

The meeting adjourned at 2:43 pm.

The next meeting is scheduled for:

January 26, 2017
2:15 PM – 3:00 PM
Building 25, Boardroom

PLEASE PUT THESE MEETING DATES ON YOUR CALENDAR:	Date	Time	Location
	February 23, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	March 30, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	April 27, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	May 25, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	June 29, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)