

Safety and Health Committee Meeting Minutes
 March 29, 2018
 2:15 PM – 3:00 PM
 Bldg. 25, Boardroom

Present: Al Brown, Donna Ching, Carolyn Clark, Nicole Gugliotti, Sheryl Kermoade, David Knoblach, Rob Shailor, Karl Shenkel, Vida Sherrard-Hannon, Samantha Soto, and Chris Vella
 Absent: Khalid Abdalla, Raymond Bateh, Laurie Choate, Kathleen Ensenat, Tim Goebel, Sarah Kaip, Dan Martinson, Scott McLean, Missy Yates, and Bin Zhang

Meeting was called to order by Rob Shailor at 2:20 p.m.

The February Safety & Health Committee meeting minutes were approved.

I. Reports

A. Review of Safety and Health Inspections:

During the last reporting period the Olympia Fire Department conducted an inspection of the campus. Four minor discrepancies were identified and have been corrected by the Facilities Department.

II. Accident Investigation:

A. Review of accident/injuries reported – There was four (4) incidents reported.

1. An employee was having measurements taken in their classroom and the laser beam swept across his right eye. Recommendation: vacate room when measurements are being taken. Rob will talk to the supervisor.
2. Employee was line trimming with a blade. The blade caught a rock and hit the employee on the side of the head in the temple area. Recommendation: This was a fluke accident. Employee had on protective gear. Department is no longer using this equipment.
3. Employee using repetitive motion injured left hand and thumb area. Recommendation: reduce vacuuming and mopping. Employee is getting some relief.
4. Employee was driving back to campus and was in a rear end collision. The collision did not cause much damage, but bothered their neck, shoulders and back.

III. L&I Report

A. For the month of March 2018 there were three (3) claims totaling One Thousand Six Hundred Fifty-Six and Sixty-Four Cents (\$1,656.64).

<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	5	\$5,559.80
February 2017	4	\$2,751.86	February 2018	3	\$1,688.23
March 2017	5	\$4,556.51	March 2018	3	\$1,656.64
April 2017	7	\$7,054.20	April 2018		
May 2017	8	\$10,070.91	May 2018		
June 2017	8	\$8,185.29	June 2018		

Year	# of Claims/Year	Average Claims/Month	Yearly Cost	Monthly Average Cost
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) 55	(to date) 6.11	(to date) \$38,050.45	(to date) \$4,227.83

(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 & Wellness Fair: May 17, 2018

Vendors are being contacted. Students/Staff will be asked to get their health and wellness fair passport signed/stamped in order to qualify for food. Parking area to be blocked off for vendors.

V. Emergency Management

A. College lock-down drill – After Action Review (AAR): Rob asked for feedback on the February 7th lockdown drill. The responses in the departments were varied.

- drill taken very seriously by most departments with doors locked and lights off
- one report of no drill notification in lab
- some staff did not take drill seriously

Rob mentioned that a survey will go out after the next drill.

B. Questions on recent incident – Rob said he cannot comment since this is a police matter. Kelly Green sent out great emails. She informed the campus there was no specific threat to the college community. The college's weapons and firearms on campus policy follows state law.

VI. Old Business

A. Nicole brought up the location of the Bldg. 21 defibrillator and accessibility. Al, Rob, and Karl will discuss moving the location of the defibrillator.

B. Healthy snacks were not provided during winter finals. We didn't have enough volunteers. In order to pull this off for Spring quarter:

- need more volunteers, or
- work with a vendor to provide food for free, or
- work with a vendor to provide food at a reduced price.

VII. New Business:

None

The meeting adjourned at 2:50 p.m.

Our next meeting is scheduled for:

April 26, 2018
2:15 PM – 3:00 PM
Building 25, Boardroom

PLEASE PUT THESE	Date	Time	Location
MEETING DATES ON	May 31, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom
YOUR CALENDAR:	June 28, 2018	2:15pm-3:00pm	Bldg. 25 Boardroom