

Safety and Health Committee Meeting Minutes  
 Bldg. 25, Boardroom  
 November 17, 2016  
 2:15 PM – 3:00 PM

Present: Al Brown, Donna Ching, Carolyn Clark, John Harold, Sarah Kaip, Sheryl Kermoade, David Knoblach, Robert Shailor, Vida Sherrard-Hannon, Samantha Soto, Chris Vella, & Frank Veselovsky

Absent: Raymond Bateh, Laurie Choate, Tim Goebel, Dan Martinson (absent due to kitchen health inspection), Karl Shenkel, and Missy Yates

Meeting was called to order by Samantha Soto at 2:18 p.m.

A motion was made by Sheryl to approve the October 2016 meeting minutes. The motion was seconded by Frank. October 2016 meeting minutes were approved.

I. Reports

A. Review of Safety and Health Inspections:

1. Furniture was found blocking egress to three classrooms. Furniture had been rearranged in classrooms in Building 26, 34, and Lacey 1. Safety concern is for exiting room due to an emergency if doors are blocked. Staff/Faculty have been informed to not block exits.

II. Accident Investigation:

- A. Review of accident/injuries reported – none during this reporting period.

III. L & I Report

There were five (5) claims filed for November 2016 totaling Three Thousand Nine Hundred Forty-Two Dollars and Eighty-Seven Cents (\$3,942.87).

<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		
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 make up 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 – The Great American Smokeout took place on November 17<sup>th</sup>. Tables were set up at 6 locations including the Lacey Campus with baggies of goodies to help a person stop smoking. See attached.
- B. Healthy snacks will again be set up in front of the Library in Bldg. 22 during the first three days of finals week (December 5, 6, and 7). Volunteers are: Sheryl, Vida, Samantha, Frank, and Donna.

V. Emergency Management

- A. Continuity of Operations Plan for the college: plan to ensure that the college is able to continue the performance of essential functions during and after emergencies. How the college can return to 'business as usual' in the quickest possible time.
- B. NIMAA agreement (on the agenda under new business) – or National Intercollegiate Mutual Aid Agreement is a broad-spectrum memorandum of understanding between institutions of higher education to share institutional resources during and after emergencies. South Puget Sound Community College is part of the Agreement.
- C. SSEM (Safety Security Emergency Management) Council work plan from BAC: Business Affairs Commission has charged the Emergency Management committee with coming up with a continuity plan for the colleges.
- D. Shelter in Place drill for winter quarter: Great American Shakeout - drop, cover, and hold. Practice locking doors, etc. on a pre-determined date and time so that faculty will not be administering a test when this takes place.

VI. Old Business.

- A. Smokers in the Parking Lot 29 area - southeast side of drainage pond about 8:45 in the morning. Security will check on this.

VII. New Business:

- A. Food Bank – topic scratched.

The meeting adjourned at 2:40 pm.

**The next meeting is scheduled for:**

**December 29, 2016  
2:15 PM – 3:00 PM  
Building 25, Boardroom**

<b>PLEASE PUT THESE MEETING DATES ON YOUR CALENDAR:</b>	Date	Time	Location
	January 26, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	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)